

PARENT & STUDENT HANDBOOK 2019-2020

Board Approved July 24, 2019

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Eufaula, Alabama
OFFICE: 334.687.1100
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www.eufaulacityschools.org

EUFULA CITY BOARD OF EDUCATION

Mr. Richard W. Wingate, President

Mr. Otis Hill, Vice-President

Mrs. Yadira Chavez

Dr. James A. Lockwood

Mrs. Caty H. Richardson

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

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

NOTICE OF NON-DISCRIMINATION:

The Eufaula City 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 person has been designated to handle inquiries regarding the non-discrimination policies: Jan Bowen, Coordinator of Special Education Services and ECS Title IX Coordinator, by calling 334-687-1100, via fax at 334-687-1150, or by emailing jan.bowen@esck12.org

EQUAL EDUCATIONAL OPPORTUNITIES:

No student will be unlawfully excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity offered or sponsored by the Board on the basis of race, ethnicity, color, disability, creed, national origin, sex, immigrant or migrant status, non-English speaking ability, or homeless status. All career and technical education opportunities are offered to all students regardless of race, color, national origin, sex, or disability. The district also provides equal access to the Boy Scouts and other designated youth groups. For more information, please contact Jan Bowen, Coordinator of Special Education Services and ECS Title IX Coordinator, by calling 334-687-1100, via fax at 334-687-1150, or by emailing jan.bowen@esck12.org.

OUR GUIDING PRINCIPLES

VISION

To create motivated, responsible learners capable of reaching their dreams

MISSION

To equip students to reach their dreams by providing an innovative, collaborative environment that promotes focus, creativity and confidence

VALUES

- Education is vital to a successful life.
- Excellence demands sacrifice and perseverance.
- High expectations for all students and staff are critical.
- Each person is unique, capable of learning, and deserving of dignity and respect.
- All students should have a safe learning environment that promotes compassion and respect.
- We must provide an engaging, relevant learning environment.
- We must help students believe opportunities and possibilities are limitless.
- We must strive to instill in students a social conscience, integrity, and a sense of responsibility.
- Only the fear of failure makes a dream impossible to achieve.
- Mistakes should be seen as growth opportunities.
- It takes a collaborative partnership of students, parents, teachers and the community to facilitate learning.
- Anyone can change their community and the world if we teach them to dream big and innovate often.



EUFAULA CITY SCHOOLS

"Building our Future on a Tradition of Excellence"

TABLE OF CONTENTS

Eufaula City Board of Education	1	Discipline & Students with Disabilities	15
Equal Education Opportunities	1	Response to Intervention & Special Education Services	15
Vision, Mission, Values	2	Parents Right to Know Notice	16
Table of Contents	3	Title I Parent Information	16
Directory	4	Protection of Pupil Rights Amendment	16
Introduction	5	Family Educational Rights & Privacy Act	16
Jurisdiction of the Board	5	Notification of Rights Under FERPA	17
Parental Responsibilities	5	Media Release	17
Arrival & Dismissal Schedules	6	School Activities	17
Assignment of Students to Classes	6	Student Clubs & Organizations	17
Attendance Matters	6	Residency Statement	17
Digital Devices Including Cell Phones	7	No Barriers to Enrollment	17
Violations of Digital/Electronic Devices	7	Guidance Services	17
Free Speech/Expression	7	Student Nutrition	18
Problem Solving Teams	8	Flowers & Gift Delivery	18
Parent Portal	8	Use of Telephone	18
Racial, Sexual, Religious, and Ethnic Harassment & Violence Policy	8	Student Messages	18
Searches by School Officials	8	Field Trips	18
Metal Detectors	9	Automobile & Motorized Vehicle Use by Students	18
State Department of Education Criteria For Intervention for Discipline & Safety	9	Bicycles	19
Student Government	9	Notice of Surveillance	19
Student Health Services	10	Alcohol	19
Guidelines for Administering Medication to Students	10	Drugs	19
Important Information on Meningococcal Disease and Vaccine	10	Student Dress Code & Appearance	19
Student Publications	10	Anti-Harassment Policy	20
Student Records	11	Dangerous Weapons	21
Visits by Law Enforcement Agencies	11	Due Process	21
Plagiarism / Academic Dishonesty	11	Student Complaints & Grievances	22
Promotion & Retention	12	Student Code of Conduct	23
Lost & Found	12	Early Learning Center Information	29
Student Fees	12	Eufaula Primary School Information	30
K-12 Assessment Reports	13	Eufaula Elementary School Information	32
Special Education Services	14	Admiral Moorer Middle School Information	34
Gifted Education Program	14	Eufaula High School Information	36
Child Find	14	Technology – EnvisionEU	38
Section 504 of The Rehabilitation Act of 1973	15	Acknowledgment	47

DIRECTORY

DISTRICT ADMINISTRATION		Office Phone #
Board of Education, Central Office	333 State Docks Road Eufaula, AL 36027	334-687-1100
Superintendent	Patrick “Joey” Brannan, Jr.	334-687-1100, x102
Assistant Superintendent	Deltonya Warren	334-687-1100, x102
Chief School Financial Officer	Angie Ellis	334-687-1100, x103
Athletic Director	Ed Rigby	334-687-1110
Career Technical Education	Amanda Ates	334-687-1110, x107
Child Nutrition Program	Dena Turchiano	334-687-1100, x120
Director of Curriculum & Instruction	Holly Mitchell	334-687-1100, x110
Director of Operations (Facilities, Safety, & Technology)	James Bailey	334-687-1100, x121
Federal Programs Coordinator	Stacey Turvin	334-687-1100, x151
Health Services, Lead Nurse	Debbie Ludlam	334-687-1110
Psychometrist	Laura Stewart	334-687-1100
Public Information Liaison	Mitzi Clayton	334-687-1100, x140
Special Education Coordinator	Jan Bowen	334-687-1100, x145
Testing Coordinator	Tera Scott	334-687-1100, x122
Transportation Coordinator	Andy Hinton	334-687-1155
Schools		
Early Learning Center (ELC) Grades: PreK Deltonya Warren, Principal	333 State Docks Road Eufaula, AL 36027	334-687-1100
Eufaula Primary School (EPS) Grades: K-2 Emily Jackson, Principal	520 Pump Station Road Eufaula, AL 36027	334-687-1140
Eufaula Elementary School (EES) Grades: 3-5 Roshanda Lewis, Principal	422 Sanford Avenue Eufaula, AL 36027	334-687-1134
Admiral Moorer Middle School (AMMS) Grades: 6-8 Brandon Kiser, Principal	101 St. Francis Road Eufaula, AL 36027	334-687-1130
Eufaula High School (EHS) Grades: 9-12 Sean Clark, Principal	530 Lake Drive Eufaula, AL 36027	334-687-1110
Alternative School Programs Zane Johnson, Administrator	333 State Docks Road Eufaula, AL 36027	334-687-1100

INTRODUCTION

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

JURISDICTION OF THE BOARD OF EDUCATION

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

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

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

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

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

PARENTAL RESPONSIBILITIES FOR THEIR CHILD'S CONDUCT

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

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

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

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

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

ARRIVAL & DISMISSAL SCHEDULES

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

Eufaula Early Learning Center	Arrival: 7:00-7:50am	Tardy Bell: 7:50am	Dismissal: 2:30pm
Eufaula Primary School	Arrival: 7:00-7:50am	Tardy Bell: 7:50am	Dismissal: 2:45pm
Eufaula Elementary School	Arrival: 7:00-8:00am	Tardy Bell: 8:00am	Dismissal: 3:00pm
Admiral Moorer Middle School	Arrival: 7:00-8:10am	Tardy Bell: 8:10am	Dismissal: 3:15pm
Eufaula High School	Arrival: 7:15-8:00am	Tardy Bell: 8:00am	Dismissal: 3:15pm

ASSIGNMENT OF STUDENTS TO CLASSES

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

ATTENDANCE 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 any means, a letter will be sent informing the parent/guardian that all future absences will require an excuse from a doctor, court, or other means deemed acceptable.

Step 1:

- At 1 unexcused absence a letter will be sent to the parent/guardian informing them of the ECS attendance policy (this policy will include the Alabama law) and will inform the parent/guardian of the potential issue.
- This letter will be generated in iNow (Power School) 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 (Power School) 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 (Power School) 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 (Power School) as well.
- Every effort will be made to conduct a home visit for parents/guardians who do not meet with the school administrator.
- Meeting Goal:
 - Fact finding
 - Parent/guardian and student will sign a truancy pre-referral form that will be completed by the building administrator
 - the pre-referral form will be sent to the ECS Truancy Officer
- Students who do not have any additional unexcused absences will be monitored by the ECS Truancy Officer for the remainder of the school year and the following school year.

Step 3:

- 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 (Power School).

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:

- 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)

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 offices. 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 (AHSGE, Stanford 10/ARMT, Writing Assessment, etc.) 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.

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 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.

FREE SPEECH/EXPRESSION

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

Student responsibilities in this area are:

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

Student rights are:

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

PROBLEM SOLVING TEAMS (PSTs)

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

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

Team members should include, as appropriate:

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

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

Simply put, RTI involves:

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

PARENT PORTAL [Power School® (previously Chalkable® and Inow)]

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

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

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

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

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

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

SEARCHES BY SCHOOL OFFICIALS

School Property

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

Individuals

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

Vehicles

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

By Law Enforcement Officials

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

METAL DETECTORS

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

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

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

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

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

STATE DEPARTMENT OF EDUCATION CRITERIA FOR INTERVENTION FOR DISCIPLINE AND SAFETY

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

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

STUDENT GOVERNMENT

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

Student responsibilities are:

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

Student rights are:

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

STUDENT HEALTH SERVICES

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

GUIDELINES FOR ADMINISTERING MEDICATION TO STUDENTS

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

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

IMPORTANT INFORMATION ON MENINGOCOCCAL DISEASE AND VACCINE

What is meningococcal disease?

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

How do you catch the disease?

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

What are the symptoms of the disease?

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

Meningococcal vaccine: Who should get the vaccine and when?

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

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

www.adph.org/immunization

STUDENT PUBLICATIONS

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

Student responsibilities are:

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

Student rights are:

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

STUDENT RECORDS

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

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

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

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

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

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

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

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

VISITS BY LAW ENFORCEMENT AGENCIES

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

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

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

PLAGIARISM / ACADEMIC DISHONESTY

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

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

- Cheating: copying another student's work, and is inclusive of both giving and receiving information on an academic assignment;
- Plagiarism: defined as either the intentional or unintentional use of another person's words, ideas, or data without providing the proper acknowledgement of the source through quotations, references, or footnotes;
- Fabrication/Falsification: scenario in which one either invents or distorts the origin or content of information used as

authority. This is inclusive of citing a source that does not exist, citing information from a source that does not actually contain the information that was cited, as well as listing a bibliography source when the source was neither referenced nor cited in the assignment.

Generally, when academic assignments are made, the expectation is 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.

PROMOTION AND RETENTION

Eufaula City Schools’ philosophy embraces the concept that each student should be encouraged to develop his or her knowledge and skills to the greatest extent possible. To this end, considerable provision is made by means of special classes and services and by teachers within classes to meet the individual needs of students. In most cases, students are able to attain the competencies needed through these channels and to progress through their classes within the normally allotted period of time. On occasion, however, it becomes obvious a student is falling so far behind his or her classmates that it would be to the student’s advantage to spend an additional year in a particular grade in order to bring his or her competencies more in line with others in the group. It is for this reason these guidelines are established.

Kindergarten through Second Grade

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

Third Grade through Fifth Grade

To be promoted, a student must receive a passing yearly average in each of reading, language, and mathematics. A student who fails any one of these subjects shall be required to attend summer school and meet an accepted standard for promotion. Students failing 2 or more of these subjects will be retained. However, extenuating circumstances may justify promotion or placement in an educational program to address the child’s weaknesses.

Middle School

To be promoted, a student must receive a passing yearly average in each of English, reading (6th grade only), and mathematics. In addition, a student must pass six courses. If these criteria are not met, the student shall be retained unless extenuating circumstances justify promotion or placement in an appropriate skills-based educational program. Students who fail in one of these core subjects may be considered for promotion if summer school work meets an accepted standard. Only one core subject can be made up for promotion.

The guidelines which follow are provided to assist Principals and teachers in making decisions regarding the retention of students in grades K-8th:

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

High School

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

LOST AND FOUND

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

STUDENT FEES

Elementary Grades

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

Grades 6-12

Reasonable fees may be charged for courses.

Student Activity Fees

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

K – 12 ASSESSMENT REPORTS

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

Teachers in grades K-5 will send home weekly folders to inform parents of assessment grades, as well as mid- quarter/nine-weeks progress reports and report cards. Teachers in grades 3 – 12 will use computer gradebooks and provide mid-quarter/nine-weeks progress reports. No extra credit is to be given. Grade reports are not to be altered or reproduced in any manner by students. Violation of this policy by students will result in disciplinary action by school officials. Any corrections needed on Grade Reports shall be made by the teacher responsible for the specified Grade Report.

GRADES K-2

Mastery of standards is determined as follows from summative and formative assessments for grades K-2: Level 4: Students demonstrate complete mastery of standard.

- Level 3: Students meet proficiency of standard.
- Level 2: Students are approaching mastery of standard but are not proficient.
- Level 1: Students are performing well below the proficiency level of the standard.

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

GRADES 3-12

Grade percentage breakdowns are calculated as follows for grades 6-12:

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

Grading System for Eufaula City Schools

Grades 3 - 12 Grade Range:

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

Purposes

- To provide information to parents on student performance in all curricula areas.
- To provide information to parents on student progress toward achievement of proficiencies and benchmarks established in curricula areas.
- To provide information on student academic performance, progress toward promotion, and student behavior.
- To provide information to parents and students regarding areas in need of improvement for success at each grade level.
- To provide information that will be used along with achievement test scores, Individualized Education Plans (IEP), Personal Education Plan (PEP), and teacher observation to determine appropriate placement.

Objectives

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

K-2:

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

3-5:

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

6-8:

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

9-12:

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

SPECIAL EDUCATION SERVICES

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

GIFTED EDUCATION PROGRAM

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

Teachers, counselors, administrators, parents/guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist. For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services. Procedures are in place to ensure that students who exhibit gifted characteristics are referred for gifted services.

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

CHILD FIND

What is Child Find?

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

How Does Child Find Work?

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

Why is Child Find Important?

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

Disability Areas

Hearing Impaired

Intellectual Disability

Orthopedically Impaired

Emotional Disturbance

Visually Impaired

Autism

Developmentally Delayed

Deaf-Blind

Multiple Disabilities

Other Health Impaired

Speech and Language Impaired

Specific Learning Disabilities

Traumatic Brain Injury

Child Find

1-800-392-8020- (Ages 3-21)

1-800-543-3098 - (Birth-2)

1-800-548-2546 - (TTY)

SECTION 504 OF THE REHABILITATION ACT OF 1973

- **What is Section 504?**
- Civil Rights legislation for persons with disabilities
- Legislative intent is to prevent discrimination based on disability
- **Who is handicapped under 504?**
- “Handicapped person.” (1) “Handicapped persons” means any person who (i) has a physical or mental impairment which substantially limits one or more major life activities, (ii) has a record of such an impairment, or (iii) is regarded as having such an impairment.
- **What is substantial limitation?**
- 1) Unable to perform a major life activity that the average person in the general population can perform, or 2) Significantly restricted as to the condition, manner or duration under which an individual can perform a particular major life activity as compared to the condition, manner or duration under which the average person in the general population can perform the same major life activity.
- **What are major life activities?**
- “Major life activities” means functions such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

To inquire about or refer a student for services under Section 504, please contact your local school guidance counselor, administrator, or ECS Special Services – Jan Bowen at (334)687-1100 or jan.bowen@ecsk12.org.

DISCIPLINE AND STUDENTS WITH DISABILITIES

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

RESPONSE TO INTERVENTION (RTI) AND SPECIAL EDUCATION SERVICES

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

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

IDEA Referral Process

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

IDEA Eligibility

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

Who May I Contact to Obtain More Information Concerning Gifted Services? Please contact Jan Bowen, Coordinator of Special Education Services by calling 334-687-1100, via fax at 334-687-1150, or by emailing jan.bowen@ecsk12.org or contact your student’s teacher, guidance counselor, or local school administrator.

PARENTS RIGHT TO KNOW NOTICE

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

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

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

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

TITLE I PARENT INFORMATION

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

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

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

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

- Consent before students are required to submit to a survey that concerns one or more of the protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED).
- Receive notice and an opportunity to opt a student out
- Inspect, upon request and before administration or use

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

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Notice for Directory Information

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

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

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

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

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

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

MEDIA RELEASE

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

SCHOOL ACTIVITIES

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

STUDENT CLUBS AND ORGANIZATIONS

The Board encourages school-sponsored clubs and organizations that are directly related to the school curriculum and operate for the welfare and the best interest of the students and the schools.

All school-sponsored clubs and organizations shall be under the direct control of the local school principal or his/her designated representative.

Such clubs and organizations shall not be affiliated or associated with any political or religious organization or any organization that denies membership on the basis of race, creed, color, disability, or national origin.

RESIDENCY STATEMENT

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

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

NO BARRIERS TO ENROLLMENT

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

GUIDANCE SERVICES

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

STUDENT NUTRITION

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

Meal Prices (for all grade levels):

Breakfast:

Students: No Cost
ECS Employees: \$2.00
Guests: \$2.25

Lunch:

Students: No Cost
ECS Employees: \$3.00
Guests: \$3.75

Supper:

Eufaula City Schools offers free supper at select schools at the end of the school day, Monday through Thursday. This program is free to everyone. Please check the ECS website for a list of schools that provide free supper.

Summer Feeding Program:

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

Wellness Policy:

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

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

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

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

FLOWERS AND GIFT DELIVERY

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

USE OF TELEPHONE

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

STUDENT MESSAGES

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

FIELD TRIPS

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

AUTOMOBILE AND MOTORIZED VEHICLE USE BY STUDENTS

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

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

BICYCLES

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

NOTICE OF SURVEILLANCE

To provide and maintain a safe and secure environment for students, staff, and authorized visitors, the Eufaula City Board of Education uses surveillance equipment on all properties (including buses) owned and/or maintained by the school system. Therefore, anyone on the premises of these properties (including buses) is subject to being videotaped while on the property. Surveillance cameras and video tapes may be used in disciplinary procedures within the jurisdiction of the Board of Education.

ALCOHOL

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

DRUGS

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

STUDENT DRESS CODE AND APPEARANCE

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

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

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

1. Shoes must be worn.
2. Jewelry that creates a hazardous condition shall not be worn. (Studded bracelets, etc.)
3. Students will not wear dark glasses inside the school building, unless required to do so for medical reasons pursuant to doctor's written orders.
4. Hairstyles should be neat and appropriate. Extreme styles and coloring as determined by the Administration will not be allowed.
5. No hats, caps, or hoods of any type are to be worn inside the building 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.)
6. All students must wear shirts, blouses, or dresses with a collar or with a non-revealing neckline, such as crew neck, jewel neck, or boat neck. Low cut, open back, bare midriff or clothing that allows the midriff to be exposed, are not permitted.
7. 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.
8. Holes above the knees in jeans or pants will not be allowed.
9. 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.
10. 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).
11. Proper undergarments must be worn with all clothing.
12. No decals, slogans, or sayings (including lewd or vulgar) on clothes that contain references to illegal or immoral behaviors are allowed. Decals, slogans, or sayings that advertise alcohol, alcoholic beverages, illegal drugs, or tobacco products are not allowed.
13. Body piercing jewelry is restricted to ears only for boys and girls.
14. Athletic sportswear will be allowed during the school day. Garments with draw strings must be tied.
15. 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*.

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.
- (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 investigation 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.

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 the student's behavior is not related to the exceptionality, the student shall be treated as any other student, except that, an exceptional program student may not be suspended or expelled for more than ten (10) school days without being provided an alternative educational program. If it is determined the offense is related to the exceptionality, the student shall not be punished suspended, or expelled.

STUDENT COMPLAINTS AND GRIEVANCES

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

Level One - The resolution of a grievance through free and informal communications as close as possible to the point of origin is encouraged. A student with a grievance may first take it to his 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.

CODE OF STUDENT CONDUCT

STUDENT DISCIPLINE

CLASSIFICATION OF VIOLATIONS

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

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

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

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

MINOR OFFENSES – CLASS I

- 1.01 Illegal organization** - Any on-campus activities of fraternities, sororities, secret societies or non-affiliated school clubs.
- 1.02 Minor intimidation of a student** - The intentional, unlawful threat by work or act to do harm to another student, coupled with an apparent ability to do so, and the performance of some act which creates a well-founded fear in the person that such harm is likely.
- 1.03 Excessive tardiness** - Repeatedly reporting late to school or class.
- 1.04 Unintentional and/or non-directed use of profane or obscene language.**
- 1.05 Non-conformity to dress code.**
- 1.06 Minor disruption on a school bus.**
- 1.07 Inappropriate public display of affection** - Including, but not limited to, embracing and kissing.
- 1.08 Unauthorized absence from class or classes.**
- 1.09 Intentionally providing false information to a School Board employee** - Including, but not limited to, student information data and the concealment of information directly related to school business.
- 1.10 Continued refusal to complete class assignments.**
- 1.11 Failure to follow instructions** - Examples: Off task, failure to carry correspondence home, failure to obey directions in the hallways, assemblies, etc.
- 1.12 Unauthorized use of school or personal property.**
- 1.13 Littering or defacing of school property.**
- 1.14 Possession of cigarette lighters, matches, etc.** will result in the confiscation of said articles which will only be returned to student's parents or legal guardian.
- 1.15 Sitting in parked vehicle after arriving at school or returning to vehicle during the day without permission.**
- 1.16 Disrespect by student toward a School Board employee.**
- 1.17 Cheating/Academic Dishonesty**
- 1.18 Any other violation which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.**

DISCIPLINARY ACTION/MINOR OFFENSES - CLASS I

Administrative Options for Elementary Students (Grades K-5)

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

Administrative Options for Secondary Students (Grades 6-12)

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

INTERMEDIATE OFFENSES – CLASS II

- 2.01 Defiance of/Dispute with School Board employee's authority** - Defiance and/or disrespect of school Board employee's authority; any non-verbal or verbal refusal to comply with a lawful directive or order of a School System employee or to comply with school rules.
- 2.02 Use or possession of tobacco products, including e-cigarettes and similar such devices**
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 Vandalism** - Intentional and deliberate action resulting in injury or damages of less than \$200 to public property or the real personal property of another.
- 2.04 Stealing – Larceny – Petty Theft – Gambling—Cheating** - The intentional, unlawful participation in gambling activities involving amounts less than \$100. Stealing tests, gradebooks, falsifying records, communicating answers or trying to gain unfair advantage for the purpose of improving grades.
- 2.05 Involvement in an Altercation (Verbal or Physical)**
- 2.06 Possession of stolen property with the knowledge that it is stolen.**
- 2.07 Threats – Extortion** - Threatening or appearing to threaten to cause bodily harm to an individual. After investigating the incident, an administrator will determine assignment(s). Any form of communication, or by use of a weapon or facsimile of a weapon or any device which could be mistaken for or interpreted as a weapon, maliciously threatening an injury to the person, property, or reputation of another, with the intent to extort money of any pecuniary advantage whatsoever, or with the intent to compel the person so threatened or any other person to do any act or refrain from doing any act against his or her will. Note: Completion of the threat, either by the victim's complying with the demands or the carrying out of the threats against the victim, constitutes a Class III offense.
- 2.08 Trespassing** - Willfully entering or remaining in any structure, conveyance, or property without being authorized, licensed, or invited; is warned by an authorized person to depart and refuses to do so.
- 2.09 Use of obscene manifestations/language, racial remarks, and/or instigating a disruptive situation or provoking other students by using verbal, written, or gestures directed toward another person(s).**
- 2.10 Leaving class or campus without permission, or skipping school.**
- 2.11 Possessing and/or igniting fireworks, firecrackers, or smoke bombs.**
- 2.12 Speeding (exceeding any posted campus speed limit), reckless driving or failure to observe all traffic laws and local school regulations.**
- 2.13 Any inappropriate or misuse of electronic devices.**
- 2.14 Forgery of school documents, parent signature, doctor excuses etc.**

- 2.15 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, including unsolicited written or verbal proposition to engage in sexual acts.
- 2.16 The wearing or displaying of colors or clothing, making hand signals or body gestures, and/or using verbal language or chanting that would suggest gang affiliation.** Students will be sent to Out of School Suspension for one day, and fifteen days at The Alternative Placement (6-12) or other Class II Administrative Options.
- 2.17 Possession or use of prescription medications, over-the-counter medications, inhalants or aerosol sprays. Distribution of any of these substances will qualify as a Class III for Drugs.**
- 2.18 Excessive Class I offenses (minimum of three).**
- 2.19 Any other offense which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.**

DISCIPLINARY ACTION/INTERMEDIATE OFFENSES - CLASS II

Administrative Options for Elementary Students (Grades K-5)

- 1. Parental or guardian contact and disciplinary action.
- 2. In-School Suspension
- 3. Suspension for one (1) to ten (10) school days.
- 4. Recommendation for alternative placement.
- 5. Recommendation for expulsion.

Administrative Options for Secondary Students (Grades 6-12)

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

MAJOR OFFENSES – CLASS III

- 3.01 Drugs** - Unauthorized possession, transfer, use or sale of drugs, drug paraphernalia or alcoholic beverages. (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 Possessions of weapons/firearms** - Possession of weapons/firearms: (possession means on your person, in your property, locker or vehicle).

Weapons include but are not limited to the following:

- 1. A firearm, or any other device from which a projectile is discharged by explosive powder*
- 2. A realistic replica of any firearm.

3. Air gun, blank gun (starter's pistol), gas operated gun.
4. Explosive device of any type including but not limited to fireworks or ammunition.
5. Knife, irrespective of the blade length, or any other item that utilizes a razor blade or other blade, replacement or fixed; or metal fingernail file.
6. 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 used under the strict supervision of the teacher.

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

3.10 Discharging of any pistol, rifle, shotgun, air gun or any other device

3.12 Sexual acts - Acts of sexual nature including but not limited to, battery, intercourse, attempted rape, or rape.

3.13 Fighting - 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 brought before the Alternative School Committee, 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.

3.14 Inciting or participating in major student disorder - Leading, encouraging or assisting in (major) disruptions which result in destruction or damage of private or public property or personal injury to participants or others.

3.15 Unjustified activation of a fire alarm system

3.16 Offensive touching of another person

3.17 Open defiance of a teacher or Board employee

3.18 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.

3.19 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 Out of School Suspension and thirty days at The Alternative Placement (6-12).

3.20 Any sexual harassment that is a violation of the Code of Alabama.

3.21 Assault - Attempt to cause physical injury to another person without provocation, and without "victim's" retaliation

3.22 Terroristic Threats (i.e. bomb threats, explosives)

A person commits the crime of making a terrorist threat when he or she threatens by any means to commit any crime of violence or to damage any property by doing any of the following:

(1) Intentionally or recklessly:

- a. Terrorizing another person.
- b. Causing the disruption of school activities.
- c. Causing the evacuation of a building, place of assembly, or facility of public transportation, or other serious public inconvenience.

3.23 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 is not warranted, ISS or recommendation for alternative placement, consideration will be given to the age of the child, seriousness of the offense, and prior offenses.
 - A. Grades K-1 minimum of 5 days
 - B. Grades 2-3 minimum of 10 days
 - C. Grades 4-5 minimum of 15 days

Administrative 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
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 is not warranted, recommendation for alternative placement

EUFAULA CITY SCHOOLS BUS DISCIPLINE PROCEDURES

Transportation

Parents and students should be aware that the sole purpose of a school bus is to transport students safely to and from school. Since the school bus driver carries this heavy burden of responsibility, the school bus 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 when the bus is visible.
- D. Students must obey instructions given by the driver.
- E. Students must be courteous to fellow pupils and the bus driver (do not annoy other students).
- F. Horseplay, threats, and fighting are not permitted on or around the bus or at bus stops.
- G. Students should remain silent when approaching and crossing railroads.
- H. Students should talk only in a normal voice and not use profanity or obscene language.
- I. Students should remain properly seated, not change seats, and keep head and hands inside the bus.
- J. Students are not allowed to eat, chew gum, drink, smoke, or strike matches on the school bus.
- K. Weapons of any kind are not permitted on the bus.
- L. Students are not allowed to tamper with any of the equipment on the bus, especially the emergency door.
- M. Students are not allowed to litter the bus or throw objects within or outside the bus.

Class I Offense/Minor

- Any Class I minor offense

Class I Administrative 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
- Suspended from the bus for the remainder of the school year

Class II Offense/Intermediate

1. Refusing to obey driver
2. Involvement in an Altercation
3. Profanity
4. Throwing objects
5. Damaging or defacing bus
6. Refusal to identify self
7. Lighting matches
8. Smoking on bus

9. Spitting
10. Tripping
11. Loud talking at a railroad crossing
12. Hanging out of window
13. 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
- Suspended from the bus for the remainder of the school year

Class III Offense/Major

1. Possession of firearms or weapons
2. Possession of illegal drugs
3. Fighting
4. Any other Class III offense

Class III Administrative Steps

Principal/Student/Parent conference – suspension from riding the bus for the remainder of the 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 Alternative School Committee.

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

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



Eufaula Early Learning Center Pre-K

The vision of the Eufaula Early Learning Center Preschool Program is to prepare our children to enter kindergarten with a solid sense of security, positive self-esteem, and a love for learning.

Arrival begins at 7:00

The tardy bell rings at 7:50

Dismissal is from 2:30 – 2:45

After-school Care is available from 2:30 – 5:15 for a cost of \$35 per week.

Breakfast and lunch are free to all enrolled students.

Contact us

Office: 687-1100, extension 144

Samantha Weathers, Administrative Assistant

sam.weathers@ecsk12.org

Deltonya Warren, Early Childhood Director

deltonya.warren@ecsk12.org

Adrienne Jackson, Home Visiting Coordinator

adrienne.jackson@ecsk12.org

There are requirements for attending pre-k under the Office of School Readiness guidelines. Parents enter into a contract agreeing to complete 12 hours of parental involvement in a year.

Parents also agree to have students at school each day by 7:45 and picked up from school daily by 2:45.

Please note that pre-k students are not allowed to ride the school bus.

Eufaula Primary School

Principal: Emily Jackson

Assistant Principal: Tina Richards

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

SCHOOL DAY SCHEDULE

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

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

2:50-3:15	Car Rider and Bus Rider Dismissal
3:15	Students not picked up by 3:15 will be signed into Extended Day and will be charged a \$6 drop-in fee per child. The parent or legal guardian will ultimately be responsible for this payment.

Dismissal Procedures

Please be aware that students will NOT be released without an approved EPS Car Rider Dismissal Tag. One tag per student will be issued at no cost. Additional tags may be purchased for \$1.00 each.

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

Changes of transportation plans will NOT be accepted over the telephone. Transportation changes should be sent to the teacher in writing the morning of the change. You may come to the school in person to hand deliver a written note or you may fax us at 334.687.1142 BEFORE 1:45 PM. PLEASE do not rely on e-mail messages.

Extended Day services are available until 5:30 each day. There is a \$15 registration fee. The weekly fee is \$30. Extended Day will be in session every school day except the last day of school.

Visitors

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

while the children are in class. Please review the reminders below about visiting our school:

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

Parent Teacher Conferences

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

Monday Info Folders

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

Daily Communication

Teachers will communicate via text through the REMIND 101 texting system only and not via personal cell phone numbers. Parents may also contact teachers via email.

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

EUFULA ELEMENTARY SCHOOL

Principal: Roshanda Lewis
Assistant Principal: Jermaine Coleman

Mission Statement

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

Vision Statement

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

Arrival-Car Riders

Car rider traffic may turn West on Highland Ave., veer right on Spruce Drive, turn left on Broadview Drive, then left onto Malone Drive. Cars may also enter Malone Drive by traveling North on Broadview Drive. Malone will be one way with one lane. Traffic will travel east towards the back of the school building. School personnel will help direct traffic allowing five or six vehicles to proceed at one time. Students should only be dropped off at the designated cones. Students should exit the vehicle from the left side of the vehicle when possible. Parents, please drop off at the first available cone. This will help with traffic flow. All cars will exit South on Birch St. and proceed East or West on Cherry Street.

Dismissal-Car Riders

All car riders will dismiss from the rear of our campus (West Side). In order to safely reach our pick-up point, please adhere to the following instructions: ALL car rider traffic should turn West on Highland Avenue, bear right on Spruce Drive, Turn Left on Broadview Drive, then left onto Malone Street. Proceed East on Malone with caution. All vehicles will be routed to Cones 1, 2, 3, 4, or 5 by school staff, and your child will be called to a specific cone / dismissal point. Traffic will be routed into two lanes. *To ensure greater safety, please make sure the child(ren)'s first and last name is written on the car tag provided at the beginning of school. Students will not be released for dismissal unless the driver has the appropriate hang tag in the vehicle. If the driver does not have the hang tag, he will continue in the car rider line and will have to drive to the front of the school to the front office to pick up the student. NO EXCEPTIONS.* School personnel will call the names and help students get in the correct vehicle at the cone location / dismissal point. Students will not be allowed to leave this area until the duty personnel call their names. After picking up your child, proceed around the circular drive and proceed South on Birch Street. You may then turn right or left on Cherry Street in order to exit the area. PLEASE NOTE: Sanford Avenue will continue to be a one-way street (SOUTH) for school bus dismissal.

NOTE: Car Riders are to be picked up and dropped off at designated areas only.

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

Arrival/Dismissal-Bus Rider

Sanford Avenue will become a one way street (southbound) from Spruce Drive to Cherry Street during the hours of 7:00 – 8:00AM and 3:00-4:00PM. All buses will travel South on Sanford Ave. Students will be dropped off and picked up on Sanford Ave. in front of the EES building. All bus riders must have an official bus note riding to their place of residency on their affidavit on file.

Parent-Teacher Organization/PTO

Eufaula Elementary School's Parent-Teacher Organization sponsors various fundraising projects to provide materials for our school, holds campus improvement work days, and works to promote the overall welfare of our students. Annual dues are \$3.00 for individuals and \$5.00 for families. All parents are encouraged to join and take an active part in PTO. All monies received will be spent to achieve PTO goals set at the first general meeting. These goals will benefit all children. ***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.***

Contact Teachers

Parents may contact their child's teacher by calling the school at 334-687-1134 or using the teachers' school email. School emails will be provided at Open House. Teachers may set up a Remind 101 or Class DoJo app for contact as well. Teachers have been asked NOT to text parents. Parents may also use written communication such as a note or letter.

After School Care

Tiger Time is offered for those students who need after school care. Students report to the cafeteria at 3:15 p.m. for snacks and will be picked up by the Tiger Time team at 3:30 pm for activities. A yearly registration fee is due upon entrance to the program. **Additionally, there is a weekly fee of \$25.00 per week per child payable at the first of each week.** There is only one registration fee per family if serving multiple siblings. **Students may drop in for \$5.00 per day. Children must be picked up by 5:30 pm or parents will be subject to a late fee charged per minute.** Tiger Time is available only for FULL DAYS of school, not early dismissal days. Tiger Time will also be utilized for car riders who have not been picked up by 3:30. Students will be charged the hourly rate (\$5.00) when parents arrive. Students enrolled in the extended day program shall abide by all school rules and procedures as stated in the guidelines. Repeated acts of non-compliance will result in the student being dismissed from the program. Interested parents should call 687-1134 to enroll in the extended day program. Students may be registered for Tiger Time at Open House. The student may also have the option to attend the Boy's and Girl's Club from 5:00 – 6:00 for additional enrichment opportunities.

Technology

Eufaula Elementary School students will be provided Chromebooks for instructional purposes. All students will be trained on the use and care of the Chromebook as well as provided lesson on digital citizenship.

ADMIRAL MOORER MIDDLE SCHOOL

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

Principal: Brandon Kiser
Assistant Principal: Tameka Hicks
Assistant Principal: Tracy Hubbert



Mission

To educate, nurture, and empower kids to be Actively involved, Motivate others, Make the most of every moment, and to Stay focused on the purpose and direction for life.

Vision

The vision of Admiral Moorer Middle School is to grow responsible young adult learners by providing them with experience and education to prepare them for high school and future plans.

Guidance Services Counselor: Bonnie McCullough (all students)	Parent/Teacher Conference <i>All conferences must be scheduled and have a minimum of 24 hours' notice</i>
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Student/Drop-Off/Pick-up/Attendance

Before School

- Students arriving in cars are dropped off at the anchor on St. Francis Road. Students should not be dropped off in the front parking lot of the school unless raining. Please note that the parking lot of the school and St. Francis Road are ONE WAY as designated by the street signs.
- Please make every effort to ensure your child does not arrive before 7:00 am. Students will enter the building upon arrival at school and must report immediately to the following areas and not linger on the breezeways: 6th Grade (Cafeteria), 7th Grade (Westside of Gym), and 8th Grade (Eastside of Gym).
- Students are expected to sit and remain in the designated areas until 8:00 am. The tardy bell rings at 8:10, at which time late students will need to check in at the front office.

After School

- Students will be dismissed at 3:15 pm. Car riders will be picked up in the front of the school in the grassy area just beyond the anchor. Once a student leaves the building, he/she may not re-enter the building. Students are not to be picked up in the neighborhood around the school. Students not picked up by 3:35 will be supervised in Extended Day and charged \$5 per day.
- Students should not walk to Tiger Drive (EHS) or to the Community Center for pick-up. Students should be picked up at AMMS only.
- It is a safety violation for anyone to drop off or pick up in the back-parking lot which is our designated bus stop. For afternoon pickups, parents are asked not to begin lining up before 2:30 pm at the four way stop sign on Lakeside Drive. Cars will not be allowed to line up in front of the school at dismissal until 3:00 pm.
- If your child is remaining after 3:15 pm for scheduled after school activities, please make sure you have made arrangements for transportation.

Extended Day Program (After School)

Our Extended Day Service is committed to providing a high quality after-school program that provides engaging learning activities in a safe and supportive environment. The daily activities will include snack time, homework time, technology time, and physical and service-learning activities from 3:30 – 5:30. There is a one-time registration fee of \$25 and a weekly fee of \$25

2019 - 2020 Bell Schedule

6 th Grade	
Period	Time
1	8:10 – 9:00
2	9:04 – 9:52
3	9:56 – 10:44
Lunch	10:48 – 11:13
4	11:17 – 12:05
5	12:09 – 12:57
Advisory	1:01 – 1:31
6	1:35 – 2:23
7	2:27 – 3:15

7 th Grade	
Period	Time
1	8:10 – 9:00
2	9:04 – 9:52
3	9:56 – 10:44
4	10:48 – 11:36
Lunch	11:40 – 12:05
5	12:09 – 12:57
Advisory	1:01 – 1:31
6	1:35 – 2:23
7	2:27 – 3:15

8 th Grade	
Period	Time
1	8:10 – 9:00
2	9:04 – 9:52
3	9:56 – 10:44
4	10:48 – 11:36
5	11:40 – 12:28
Lunch	12:32 – 12:57
Advisory	1:01 – 1:31
6	1:35 – 2:23
7	2:27 – 3:15



EUFULA HIGH SCHOOL



530 Lake Drive | Eufaula, AL 36027
Phone (334) 687-1110 Fax (334) 687-1121
eufaulacityschools.org/ehs

Principal: Sean T. Clark
Assistant Principal: Amanda Ates
Assistant Principal: Yvonne Grant
Assistant Principal: Darrell Woods

Mission

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

Vision

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

Guidance Services Counselors: Courtney Hinton (11 th and 12 th grade students) Reggie Hicks (9 th and 10 th students)	Parent/Teacher Conference <i>All conferences must be scheduled and have a minimum of 24 hours notice</i>
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SCHOOL ENROLLMENT FORM FOR DRIVER'S PERMIT

To obtain a driver's permit, students should pick up the form from the guidance office, main office, or student office. This form is required by the State of Alabama. A student must be enrolled and attending school to keep his/her license. If a student stops attending, notification will be sent to the Alabama State Department of Transportation, and the license will be revoked.

Student/Drop-Off/Pick-up/Attendance

- The initial bell rings at 7:55 a.m. and the tardy bell rings at 8:00 a.m.
- After 8:00 a.m. your child is considered tardy and must sign in through the front office. Excessive tardiness will result in disciplinary actions
- Student must always check out through the front office prior to leaving campus.
- State law requires all students to bring a written excuse stating the reason for an absence. This excuse should be given to the student's 1st or 2nd period teacher. Unexcused absences and excessive tardies are reported to the attendance officer. Early checkouts are considered unexcused unless a valid excuse is submitted.
- Car riders should be dropped off no earlier than 7:15 a.m. and must be picked up no later than 4:00 p.m.
- No check-outs after 2:45 p.m.



EUFULA HIGH SCHOOL



Eufaula High School Achievements

One-to-One Technology Initiative

A+ College Ready Partner to offer Advanced Placement Courses

Champion of Computer Science/Alabama Bicentennial Recipient

James E. Bottoms Pacesetter Award Winner

Wallace Community College Partner for Dual Enrollment

3.9 Million Awarded in College Scholarships for Class of 2019

Alabama High School Graduation Requirement

English-4 Credits

History-4 Credits

Mathematics-4 Credits

Science-4 Credits

Life Physical Education-1 credit (JROTC Acceptable Replacement)

Health Education/Driver's Education-1 credit

Career and Technical Education/Foreign Language/Art Education-3 credits

Electives- 3 credits

2019 - 2020 Bell Schedule

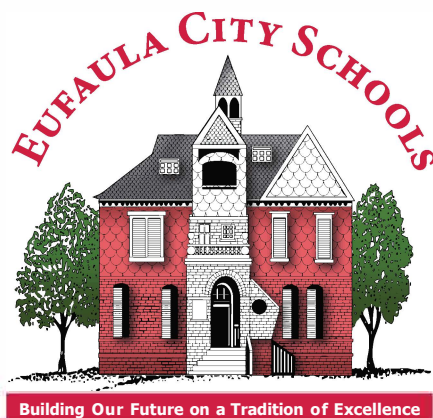
Initial Bell 7:55		Tardy Bell 8:00	
First Break Schedule		Second Break Schedule	
1st /2nd block	8:00-9:20	1st /2nd block	8:00-9:20
Break	9:20-9:30	3rd/4th block	9:25-10:40
3rd/4th block	9:35-10:50	Break	10:40-10:50
Skinny	10:55-12:30	Skinny	10:55-12:30
5th/6th block	12:35-1:50	5th/6th block	12:35-1:50
7th/8th block	1:55-3:15	7th/8th block	1:55-3:15

*Skinny meets everyday



Envision EU

The Personalized Learning Initiative of
Eufaula City Schools



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

Technology

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

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

Parental Restriction on Independent Internet Access

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

Personally Owned Technology

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

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

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

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

Rules and Limitations

Students should strive to be good "digital citizens." In addition to following this S-AUP, school rules, and Board Policies, students must also comply with all applicable local, state, and federal laws when using technology. Any student identified as a security risk, or as having a history of such, may have their

access to technology restricted or denied and may be prohibited from bringing personally owned technology on campus.

Expectation of Privacy

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

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

Permission to Use Technology

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

Students must have specific permission in order to:

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

Terms of the Required Use and Internet Safety Policy

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

1. Will make available for inspection by an administrator or teacher upon request any messages or files sent or received at any Internet location. Files stored and information accessed, downloaded or transferred on district-owned technology are not private.
2. Will not connect any personal technologies such as laptops and workstations, wireless access points and routers, printers, etc. to district owned and maintained local, wide or metro area network. Connection of personal devices and printers are permitted, but permission shall be granted by the ECS technology department prior to use and is not supported by ECS technical staff. Home Internet use and cost is the responsibility of the student both in cost and configuration.

3. Will keep devices secure and damage free. Each device is issued with a protective bag or case. Use of the provided protective bag/case is required at all times. This applies specifically to locations that have a one-to-one environment, where the devices will be assigned to and transported by specific individuals.
4. Will not send or intentionally receive files dangerous to the integrity of the network.
5. Will not intentionally damage, destroy, disable, or remove parts from technology devices. In such cases, students or their families may be held financially responsible for the repair, replacement, or reconfiguration of affected equipment.
6. Will not intentionally damage, delete, destroy, or interrupt access to software or data files. In such cases, students or their families may be held financially responsible for the reinstallation, replacement, or reconfiguration of affected software and files.
7. Will not develop or install malicious software (on or off campus) designed to infiltrate computers, damage hardware or software, spy on others, or compromise security measures.
8. Will not disrupt the use of others by creating excessive network congestion through the use of online gaming, video, audio, or other media for non-school purposes.
9. Will not use technology in any way with the intention of annoying, bullying (i.e. cyberbullying), harassing, interfering with, or causing harm to individuals, institutions, organizations, or companies.
10. Will not install or download any software, including tool bars, without authorization.
11. Will not broadcast messages or participate in sending/perpetuating chain letters on networks.
12. Will not attempt to read, delete, copy, forward, or modify email or electronic files of others.
13. Will not post any false or damaging information about other people, the school system, or other organizations.
14. Will not falsely post as an employee of the Board of Education on any website, on line forum, social networking site, or other on line venue.
15. Will not post an image or intellectual property of others without their permission.
16. Will not post or expose the personal information of yourself or others. Personal information includes, but is not limited to a person's full name, home or work address, phone numbers, and social security number.
17. Will not post your own full name or the full name of other students to a school website, blog, **wiki**, or other publicly accessible Internet site.
18. Will not make appointments or share location with unknown individuals contacted via electronic communications.
19. Will not attempt to obtain, steal, hack, or otherwise alter another user's login ID and/or password.
20. Will not access or use another user's account, resources, programs, files or data.
21. Will not allow others to use your network account and/or password to access the network, email, or the Internet.
22. Will not use another person's identity or a fictitious identity.
23. Will not save information on any network drive or device other than your personal home directory or a teacher-specified and approved location.
24. Will not cause files to appear as if another person created them.
25. Will not forge or otherwise falsely reproduce or alter report cards, letters from the school, or other school system correspondence.

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

General Guidelines: Device Care

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

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

Disciplinary Actions

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

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

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

Limitation on Liability

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

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

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

Student Technology Usage Fee Provision

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

The usage fee cost is \$40.00 per year. This amount is due when the computer is assigned to the student. A payment plan may be established if needed. If a student withdraws, a pro-rated refund may be issued upon written request, provided the device is in good operational order. All funds collected will be used for the maintenance and repair of student devices. Willful and deliberate damage to a device will result in a cost to the parent/guardian for the full amount of repair, or the complete replacement of the device.

ALL damage incidents must be investigated by the administration. The usage fee will NOT warranty repairs from issues resulting from:

- Damage as a result of violating the S-AUP (i.e., involving food, drink, or other liquid on or near the device)
- Damage as a result of negligence (i.e., the device is placed in an unsafe location or position)
- Damage caused by misuse/improper handling (i.e., the device is dropped)
- Damage caused by a pet
- Damage resulting in a broken screen. The \$40.00 technology usage fee will be deducted from actual cost of the screen. Subsequent broken screens will be charged at full cost
- Damage caused by a service performed by anyone other than a representative of ECS or an Authorized Service Provider
- The student is responsible for the replacement of the charger, bag, and/or device in the event of theft.



Canvas is the learning management system (LMS) that connects the digital tools and resources teachers use in one easy place. Essentially, Canvas is an online learning environment. In Canvas, teachers can assign, collect, and grade student work while also sharing resources with parents and students.

How can I see my ?

Canvas offers the **observer role** to parents or mentors who would like to monitor their student's progress through a Canvas course. Observers have limited permissions that allow them to see what is going on in a course without interrupting the flow of daily course communication.

Observer Role Use

The main use of the observer role is to link an observer user to a student. Observers can be linked to one or multiple students and view the student's data in the course. Observers cannot submit work on behalf of the students they observe, but they can see grades, assignments and events, and course interactions.

Observers Can ...	Observers cannot ...	Observer Limitations
<ul style="list-style-type: none"> •View and read announcements •View assignments index page •View the calendar •Join conferences, if invited •Join collaborations, if invited •View personal inbox •Send conversation messages to instructor and student they are observing •View the dashboard •View and read discussions •View files unless they are locked •View grades of student they are observing and filter, view scores and dates, and print grades •View modules and see due dates, point values, etc. •View pages and contribute if the instructor enables the Anyone can edit it setting •View profile pictures, if available •View syllabus •View outcomes •View quizzes index page 	<ul style="list-style-type: none"> • Comment on announcements or discussions • Submit assignments or quizzes • View course rosters • Send conversation messages to students in the course they are not observing • View locked files or folders • Join groups • View unpublished courses 	<ul style="list-style-type: none"> • Observers are bound to the same prerequisites, requirements, lock dates, etc. as the student they are observing. • Observers can only view the content the student they are observing has access to. • Observers can view assignments even if the student they are observing has not completed them unless the assignments are locked. • Each Instructor can customize the links in the Course Navigation and limit the number of features that Students and Observers can see. Observers may or may not see links to certain features.



How do I sign up for a Canvas account as a parent (Observer role)?

Canvas offers the **observer role** to parents or mentors who would like to monitor their student's progress through a Canvas course. Observers have limited permissions that allow them to see what is going on in a course without interrupting the flow of daily course communication.

Please read the following notes carefully prior to setting up your parent/observer account:

- Observers will create a Canvas account using the institution's Canvas URL. These steps are relevant to any institution that allows the self-registration banner on their Canvas URL login page.
- To observe a student, you must know the student's Canvas username and password.
- The student must be enrolled in the course and must accept the course invitation before you can sign up to observe the student. If you receive an invalid username or password message during the signup process and the student's credentials are correct, check with the student to verify that he or she has received and accepted the course invitation.
- Observers may be able to view student information through the Canvas Parent app, though Canvas Parent accounts are separate from web accounts created in Canvas.

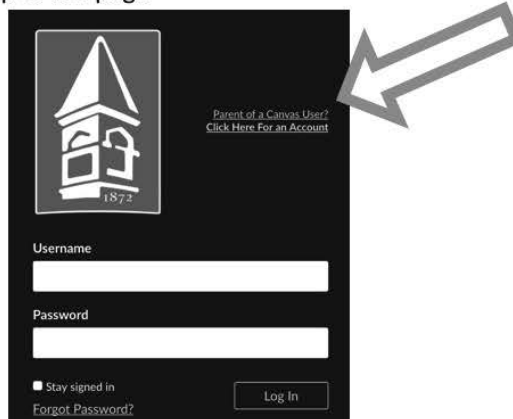
Open Canvas URL

In a browser window, enter the Canvas registration URL: eufaula.instructure.com



Click to Register

Click the account link at the top of the page



Sign up as a Parent (Free Account)

Click the **Parents sign up here** link



ACKNOWLEDGEMENT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Student's Name (printed)

Parent/Guardian's Name (printed)

Student's Signature

Parent/Guardian's Signature

Date

Date

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

EUFULA CITY SCHOOLS CALENDAR 2019-2020

333 State Docks Road • Eufaula, AL 36027

PHONE: 334-687-1100

www.eufaulacityschoools.org

FAX: 334-687-1150

2019

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

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

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

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

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

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

AUG	2&5	(Fri & Mon)	Flex Days
	6	(Tuesday)	Teacher Workday/Professional Development
	7	(Wed)	Institute Day
	8	(Thurs)	First Day of School for Students
SEP	2	(Monday)	Labor Day Holiday/Student Holiday
OCT	14	(Monday)	Parent Conference Day/Student Holiday
NOV	11	(Monday)	Veterans Day/Student Holiday
	25-29	(Mon-Fri)	Thanksgiving Holidays
DEC	23	(Monday)	Students begin Winter Break
JAN	1&2	(Wed-Thurs)	Winter Break
	3	(Friday)	Prof Dev/Teacher Workday/Student Holiday
	6	(Monday)	Students Return to School
	20	(Monday)	Martin Luther King, Jr. Holiday/Student Holiday
FEB	17	(Monday)	Presidents Day/Student Holiday
MAR	23-27	(Mon-Fri)	Spring Break
APR	10	(Friday)	Student Holiday/Teacher Holiday
MAY	15	(Friday)	Graduation
	21	(Thurs)	Last Day for Students
	22	(Friday)	Student Holiday/Teacher Work Day
	25	(Monday)	Memorial Day Holiday

	Student Instructional Days
	Holidays for Employees and Students
	Teacher Workdays/Professional Development Days (No Classes for Students)
	Teacher Flex Days/ (No Classes for Students)*

*(Teachers do not work Flex Days if PD is completed in the summer)

	Student Days	Teacher Days
First Semester	89	94
Second Semester	91	93
	180	187

This calendar is subject to change due to unforeseen circumstances.
Approved 2/19/19 by the Eufaula City BOE

2020

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

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

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

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

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

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