Parent / Student

Handbook



**Escambia County High School**

**James Dennis Fuqua, Principal**

***The Mission of Escambia County High School is to develop students who are literate, self-disciplined, tolerant, and productive members of society using a variety of experiences within a safe learning environment.***

**SCHOOL ADMINISTRATION/DIRECTORY INFORMATION**

* **School day for students begins at 7:30am and ends at 2:55pm**
* **Students may not be dropped off for school earlier than 7am.**

Superintendent of Schools: Mr. John Knott

School Principal: Mr. J. Dennis Fuqua

Assistant Principals: Mr. Eric Andrews

Mrs. Sarah Watkins

Athletic Director: Mr. Royce Young

Counselors: Ms. Lotoya Cooper (11-12th grade)

Ms. Teresa Hunter (9-10th grade)

Office of Attendance: Mr. Johnathan Barnes

School Office Address: 1215 S. Presley St

Atmore, AL 36502

School Office Telephone: (251)368-9181

School Fax: (251)368-0674

School Office Hours: 8:00 A.M. – 3:30 P.M. (regular school days)

Parent Resource Center Hours: 8:00 A.M – 3:30pm (regular school days)

**First of the year dates to remember:**

* **Signed forms (pages of this handbook and the back page of the Code of Conduct)are due back to school by the end of the first week**
* **Monday, September 7th: Labor Day (No School)**
* **Monday, September 10th: Annual Title I Meeting (ECHS Auditorium, 6pm)**



**2015-16 Bell Schedule SCHOOL STARTS AT 7:30AM**

|  |  |  |
| --- | --- | --- |
| 7:25-7:30 | Transition from Gym/Cafe to Homeroom |  |
| 7:30-7:37 | Homeroom | 7 minutes |
| 7:37-7:41 | Transition |  |
| 7:41-8:34 | 1st Period | 53 minutes |
| 8:34-8:38 | Transition |  |
| 8:38-9:31 | 2nd Period | 53 minutes |
| 9:31-9:37 | Morning Break (All Students) | 6 minutes |
| 9:37-9:41 | Transition |  |
| 9:41-10:34 | 3rd Period | 53 minutes |
| 10:34-10:39 | Transition |  |
| 10:39-11:32 | 4th Period | 53 minutes |
| 11:32-11:36 | Transition (Seniors with 1st Lunch report to café, all others report to 5th) |  |
| 11:36-11:56 | 1st Lunch (Main/300 Hall) Students release at bell from 5th period class. | 20 minutes |
| 12:00-12:53 | 5th Period (Main/300 Hall) | 53 minutes |
| 11:36-12:29 | 5th Period (Solar/Career Tech/PE) Senior release to lunch @ 12:27 | 53 minutes |
| 12:33-12:53 | 2nd Lunch (Solar/Career Tech/PE) | 20 minutes |
| 12:53-12:57 | Transition |  |
| 12:57-1:50 | 6th Period | 53 minutes |
| 1:50-1:56 | Afternoon Break (All Students) | 6 minutes |
| 1:56-2:00 | Transition |  |
| 2:00-2:55 | 7th period | 55 minutes |
|  | Total Instructional Time | 373 minutes |

* **School day for students begins at 7:30am and ends at 2:55pm**
* **Students may not be dropped off for school earlier than 7am.**

**Important School Policies**

**Lockers**

Lock rental fee is $5, and will be available to students through their Homeroom teacher. Students must use a school-issued lock. All locks found that are not school-issued will be removed and the contents of the locker searched immediately.

Students may not share lockers. The administration reserves the right to check or search all lockers at any time.

**Free/Reduced Lunch Applications**All students should fill out the lunch applications available on line: **http://escambiacocnp.heartlandapps.com/**

Student lunch status will revert to full paid if an application is not completed. Please contact the school if you have any questions, and remember that there is technology available for parents to complete this task through the school. Paper applications are available upon request.

**Student Parking**

WARNING: VEHICLES SUBJECT TO SEARCH

ANY VEHICLE ENTERING THIS AREA IS SUBJECT TO SEARCH BY SCHOOL AUTHORITIES AND /OR LAW ENFORCEMENT OFFICIALS. SUCH SEARCHES MAY BE CONDUCTED AT RANDOM WITHOUT WARRANT OR ANY REASONABLE PURPOSE. SEARCH OF THE VEHICLE INCLUDES ALL COMPARTMENTS AND COMPONENTS THEREOF. ONCE THE SEARCH BEGINS THE PERSON IN CONTROL OF THE VEHICLE WILL NOT BE PERMITTED TO REMOVE IT FROM THE PREMISES DURING THE REASONABLE DURATION OF THE SEARCH

-US SUPREME COURT

SITZ V. MICHIGAN STATE

Driving to school / parking regulations:

* Students must have a valid Driver’s License. Parking passes are $20 for the year.
* Once parked in their assigned space, students must enter the building quickly and will not be allowed back into the parking lot unless checked out of school or with permission from an Assistant Principal or Principal. Teachers may not give students passes to their vehicles.
* Parking tags must be visible in the front windshield. Tags are non-transferrable (cannot be used by more than one person).
* All vehicles must have insurance and be in compliance with state laws.
* All safety precautions must be adhered to: speeding, reckless driving, or an unlawful vehicle will not be tolerated and can result in revocation of parking privileges.
* The Administration reserves the right to revoke a student’s parking privileges at any time.
* When school is dismissed, students must leave-loitering in the parking lot can result in revocation of parking privileges.

Students may only park in the main lot (student lot) at the north end of campus during school hours. Student vehicles parked inappropriately or in a teacher / visitor area will be “ticketed” by the school. A third (3rd) offense will result in the vehicle being towed at the owner’s expense.

**Busses**

Transportation to school on a bus is provided for all students in Escambia County. Students are expected to follow all driver rules and behave appropriately while riding. Students must be at their designated pick-up location on time (drivers are not permitted to wait for students). Students must ride to and from school on their assigned bus, and may only ride a different bus with a pass from the main office.

Bus referrals will be handled in the following manner:

* 1st referral: Warning / disciplinary action as warranted by admin if more than a minor offense with parent contact
* 2nd referral: Student will be given OCS, parent contacted.
* 3rd referral: 5 day bus suspension
* 4th referral: 10 day bus suspension
* 5th referral: Suspension for remainder of Semester
* 6th referral: Bus privileges revoked for remainder of the school year

Additionally:

* Any student who fights on the bus will be suspended from school for five (5) days, and will be removed from the bus for the remainder of the semester or the school year, depending on offense.
* If law enforcement must be contacted, students will be removed from the bus for the remainder of the semester or school year, depending on offense.

**Fees**

All student fees must be paid by the last school day in November for each school year. If fees are not paid, student report cards will be held. Fees subject to change, and are non-refundable**.**

**STUDENT CONDUCT**

Escambia County High School is an institution of learning. Students are expected to behave accordingly. Those who continually disrupt the learning environment will be assigned to On-Campus Suspension, suspended from school, or removed to an alternative setting.

**Student Responsibilities**

Students shall:

* Come to school on time daily prepared for instruction (with appropriate materials).
* Comply with the guidelines set forth in this handbook and the Code of Conduct.
* Be mindful of their actions and how they may affect those around them.
* Treat everyone with dignity and respect.
* Work daily to further their educational goals.

**Blue Devil Guidelines to Remember:**

* **Students are expected to comply with all teachers, staff and administrators at all times.**
* **Classroom rules and directives put in place by individual teachers will be followed.**
* **Students are expected to transition quietly between classes as well as to break and lunch.**
* **All must stay on the right-side of all hallways and exterior walkways during transitions.**
* **All personal business must be handled by students during transitions and break times (during lunch only with teacher / administrator permission).**
* **Students will only be allowed out of class with a signed pass.**
* **Food / drinks are only allowed in designated break areas. No food or drinks are allowed in the hallways or in classrooms.**
* **Students may not bring in outside commercial food (McDonalds, Subway, etc.) unless it is in an unmarked container.**
* **Personal electronic devices should be stored and powered off unless teacher gives permission for use in class. THIS DOES NOT APPLY FOR CELL PHONES OR MP3 PLAYERS-these items are not to be used during the school day.**
* **Horseplay, yelling, bullying, fighting, or any other disruptive behaviors will not be tolerated.**
* **Students who need to leave campus during the regular school day must check in and out through the front office, and may only leave with parent/guardian permission.**

**Tardy Policy**

1st and 2nd tardy: warning

3rd -4th tardy: in-class consequence to be determined by teacher

5th tardy: 1 day OCS

Students will receive additional days of OCS for each 2nd tardy after 5. This counts for each individual class, as well as tardy to school.

**General Disciplinary Consequences**

**If a student is referred to an Administrator, consequences will generally be as follows:**

|  |  |  |
| --- | --- | --- |
| Offense | Minimum  (1st Offense) | Subsequent  Offenses |
| Skipping | 1 day OCS (single class)  1 day Suspension (leaving campus) | 3 days OCS – 1 day Suspension  3-5 days Suspension |
| Fighting | 5-10 days Suspension, possible Alternative Placement | 5-10 day Suspension **AND**  20 Days Alternative School |
| Profanity (minor) | 1 day OCS | 3 days OCS – Suspension |
| Disrespect | 1-3 days OCS | 3+ days OCS –Suspension |
| Dress Code Violation | 1 day OCS | 3 days OCS – 1 day Suspension |
| Tardy Policy | 1st -4th Tardy: Teacher Discretion  5th Tardy: 1 Day OCS | Every 2nd tardy after 5:  1 day OCS |
| Cell Phone / Electronics  \* Visible CELL PHONES in hand will be considered in USE  NO EXCEPTIONS | **First Offense:** device taken and the parent/guardian will be contacted.  **Second Offense:** The parent/guardian must come in person to retrieve device, **ONE** (1) day of On-Campus Suspension. | **Third Offense:** The parent/guardian must come in person to retrieve device, **ONE** (1) day of Out-of School Suspension.  **Subsequent Offense (s): ONE** (1) day of Out–Of-School Suspension and the parent must come in person to retrieve device. |

**County Code of Conduct states:**

**CELL PHONE/ELECTRONIC DEVICES**

If a student needs to reach his or her parent or guardian during the school day, a telephone is available in the school office.

The use of electronic devices (including, but not limited to, cell phones, cameras, iPods, iPads, e-readers, laptops, electronic notebooks and tablets, mp3 players, and game systems) is prohibited and must not be visible during school hours or turned on except when such use is necessary for educational or instructional purposes as determined and authorized in advance by a teacher or administrator. All devices must be turned off and remain off throughout the school day, Students riding the school bus is prohibited from using any electronic device while being transported to and from school and while waiting in the bus line...

In the event a student is reported to be in possession of graphic, inappropriate photos or videos on campus, the student’s cell phone or electronic device will be confiscated and will be searched by the appropriate authority. If such content is found, it will be categorized as a Class C Offense and handled accordingly.

**Administrative Disciplinary Action**

\* Visible CELL PHONES in hand will be considered in USE

**First Offense**: Students who use an electronic device or cell phone on campus during school hours without advance authorization from an administrator will have the electronic device taken and the parent/guardian will be contacted.

**Second Offense**: Students who use an electronic device or cell phone on campus during school hours without advance authorization from an administrator will have the electronic device taken and the parent/guardian will be contacted. The parent/guardian must come in person to retrieve the electronic device. In addition, the student will receive ONE (1) day of On-Campus Suspension.

**Third Offense**: Students who use an electronic device or cell phone on campus during school hours without advance authorization from an administrator will have the electronic device taken and the parent/guardian will be contacted. The parent/guardian must come in person to retrieve the electronic device. In addition, the student will receive ONE (1) day of Out-of School Suspension.

**Subsequent Offense** (s): ONE (1) day of Out–Of-School Suspension and the parent must come in persons to retrieve the electronic device. NO EXCEPTIONS

The school is NOT responsible for the loss, theft, damage, etc., of electronic devices brought on campus. For additional information regarding the use of electronic devices on campus, please contact your school’s administrative staff. Also, it is left to the discretion of the school principal to approve or not approve the use of electronic devices for instructional reasons at your child’s school.

**These, and any other violations not listed here are dealt with according the ECBOE Code of Conduct.**

* Paddling may be offered to students as an alternative punishment for minor offenses in lieu of OCS. Only a principal will administer corporal punishment.
* Suspension days are considered “UNEXCUSED ABSENCES”. Students with more than 10 unexcused absences in a school year will be retained.
* Students may only be assigned up to 15 days of OCS in a school year. After the maximum number of days is reached, a student will be suspended or placed at Alternative School for continued disciplinary issues.
* ECHS or the ECBOE is not responsible for any lost, damaged or stolen cell phones or electronic devices.

**Escambia County High School / Escambia County Public Schools Uniform Policy**

* All shirts/blouses must have collars and must be white or ROYAL Blue. Navy will still be allowed this school year, but the color is being phased out.
* No logos larger than a quarter should be on any shirt or blouse.
* Turtlenecks may be worn in white or ROYAL Blue only.
* All shirts/blouses must be tucked in as part of the uniform.
* Undershirts worn under the uniform shirt must be a solid color.
* Long sleeve shirts may be worn under short sleeve shirts. Long sleeve shirt must be white or royal blue

**Pants/Skirts**

* Khaki or tan uniform style pants are to be worn and fit appropriately at the waist. All pants, Capri pants, shorts, skorts, skirts, and jumpers must be Khaki or tan color. Shorts, skorts, skirts, and jumpers must be no more than two (2) inches above the knee.

**Shoes**

* Tennis shoes and fully enclosed toe and heel shoes may be worn**. NO BOOTS** that go between the ankle and the knee. This includes both males and females. When necessary, footwear may conform to special class requirements (Physical education, tech center, agricultural classes, etc.)
* Slides, clogs, Heelys or shoes with lights or wheels are prohibited.
* Socks or tights must be worn.

**Outerwear**

* Coats, jackets, sweaters, sweater vests, and sweatshirts are considered as outerwear and must be worn with a uniform shirt/blouse.
* All outerwear must be a solid color or a combination of school colors. School colors are Royal Blue and / or White. If temperatures drop dramatically, any outerwear will be acceptable.

**ITEMS NOT ALLOWED TO BE WORN BY STUDENTS**

* Light or white colored pants, oversize clothing, extremely tight fiting, clothes, cargo pants with large pockets, carpenter pants hip huggers or low riders, rubber band on pant legs, bellbottom pants, unhemmed clothing, clothing with cuts, slit, holes, or slashes, No denim or jean fabric bottoms, corduroy, spandex pants, jeggings, leggings, tights, etc.
* No clothing items tied at the waist, neck or body.

**General Uniform Information**

* All clothing must be properly fitted. Sagging pants or excessively tight clothing are prohibited and will not be tolerated.
* No excessive jewelry to create distractions: including tongue rings, nose rings, eyebrow rings, lip studs, nose studs, ear weights, unusually large necklaces.
* No visible body art.
* No heavy chains, spiked armbands, spiked necklaces, spiked belts, or any items of clothing that resemble weapons.
* Nothing will be allowed to hang from pockets of pants including but not limited to key chains, towels, etc.
* No caps, hats, bandannas, du-rags, hoodies, or hoods from sweatshirts, sports headbands, ear muffs, or any type of head wear are to be worn at any time in the school building. Heads must remain un-covered in the building.
* No sunglasses are to be worn at any time in the school building.
* Combs and picks are not to be worn in the hair.
* No rolling book bags
* Gang related apparel is prohibited at all times at school, any school function or school sponsored activity. Items deemed inappropriate under this category are at the discretion of the principal.

**Student Technology**

There are computer labs, laptops, Chromebooks and iPads available for use by students for their classes.

Escambia County Schools

## Acceptable Use Policy

# Introduction

Escambia County Schools (ECS) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills. To that end, we provide access to technologies for student and staff use. That access carries with it responsibilities and obligations as expressed in this Acceptable Use and Internet Safety Policy (AUP). This AUP outlines the guidelines and behaviors that all users are expected to follow when using school provided technologies or when using non Escambia County Schools devices.

• The ECS network is intended for educational purposes.

• All activity over the network or using district technologies may be monitored and retained.

• Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).

• All users are expected to follow the same rules for good behavior and respectful conduct online as offline.

• Misuse of school resources can result in disciplinary action for both students and staff. These actions could include expulsion for students and termination for staff.

• ECS makes a reasonable effort to ensure users' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.

• Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

# Technologies Covered

ECS may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.  As new technologies emerge, ECS will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed. User owned devices that are not property of ECS might be connected to the network in some manner. In this case, those devices are covered under this AUP.

# General Usage Policies

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don’t know.

## Web Access

ECS provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely. Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol to alert an IT Services staff member or submit the site for review. ECS provides a network for use by employees, students, and guests. Users should not connect a device to the network without following district protocols. All online services provided by the district are not private for the users of the service. Applications such as online testing software or learning management systems are monitored and can be reviewed by the administration of ECS at any time without notice. Users that bring devices onto Escambia County Board of Education property which have access to cellular data that is not filtered by the ECS, should not use these devices in a way to circumvent the protocols set in place to monitor and filter web access.

Email and Google Apps for Education

Escambia County Schools has created email accounts for all students in grades 6-12 to allow for collaborative sharing using Google Apps for Education. These accounts will be used at school for school related projects. The mastery of effective and proper email communications by students is included in the PreK‐12 Instructional Technology Standards, in addition to allowing access to the wealth of collaborative tools available to students and teachers once these accounts are assigned.

**Google Apps**

A web-based platform utilized in instruction, Google Apps has thousands of educational applications which teachers can use in all classrooms. Through Google Apps, students will be able to:

* email teachers
* create and save documents, presentations, spreadsheets
* collaborate virtually with partners or groups on school projects
* turn in assignments and assessments through the web, and more!

**Philosophy**

Escambia County Schools encourages the use of student email and Google Apps as an effective and efficient way to improve communication between students, faculty members and administrative staff. The primary purpose of student email is to support teaching and learning. Escoschools email accounts are housed on a **Google** mail server, thereby giving student access to Google Docs (word processor, spreadsheet, and presentation software) and also allowing teachers and students to share information housed in these file areas with others through Google Drive.

**Official Email Address**

All students in grades 6‐12 will be assigned an escoschools.net email account. This account will be considered the student's official Escambia County email address until such time as the student is no longer enrolled.

**Prohibited Conduct**

Student email may not be used in the following ways:

• **Unlawful activities---including harassment and/or bullying**

• Commercial purposes

• Personal financial gain

• False identity in email communications

• Misrepresentation of Escambia County Schools

• Interference with Escambia County Schools technology operations through

a. electronic chain letters

b. unsolicited electronic communications

c. disruption of electronic communications

**Access Restriction**

Access to and use of student email is considered a privilege afforded at the discretion of Escambia County Schools.

**Security**

Escambia County Schools cannot and does not guarantee the security of electronic files located on the Google system. Although Google does have a powerful content filter in place, Escambia County Schools cannot assure that users will not be exposed to unsolicited information.

**Privacy**

The general right of privacy will be extended to the extent possible in the electronic environment. Escambia County Schools and all electronic users should treat electronically stored data as confidential and private. There is an acknowledged trade‐off between the right of privacy of a user and the need of system administrators to gather necessary information to ensure the continued functioning of these resources. In the normal course of system administration, system administrators may have to examine activities, files, and electronic mail to gather sufficient information to diagnose and correct problems with system software or hardware. Users of student email are strictly prohibited from accessing files and information other than their own. The System reserves the right to access the escoschools.net Google domain, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

If you have any questions or concerns, or wish to decline these services for your child, please feel free to contact us via email [support@escoschools.net](mailto:support@escoschools.net).

## Mobile Devices Policy

ECS may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to the user's care. Any loss, damage, or malfunction should be reported to the appropriate administrative authority. Users may be financially accountable for any damage resulting from negligence or misuse. Use of ECS issued mobile devices off the school network may be monitored.

## Non-ECS Devices Policy

ECS maintains a cell phone policy to cover the use of cellphones in the school setting.  Because of security concerns, when non-ECS mobile devices are used on campus, they only should be connected to the guest network. This includes vendor presentations or any non-school related entity that needs to access the internet.

## Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. These safeguards include not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

## Downloads

Users should not download, attempt to download, or run executable or install package programs not directly related to instruction.  You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

## Netiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet. Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there and can sometimes be shared and spread in ways you never intended.

# Digital Citizenship

## Plagiarism

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

## Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

## Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) or incite harm on another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities may be monitored and retained.

## Education of Digital Citizenship

ECS will follow the Alabama Course of Study in teaching digital citizenship. Each grade level has a state approved technology course of study that will be used to guide instruction.

# Examples of Acceptable Use

I will:

• Use school technologies for school-related activities.

• Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.

• Treat school resources carefully, and alert staff if there is any problem with their operation.

• Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.

• Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.

• Use school technologies at appropriate times, in approved places, for educational pursuits.

• Cite sources when using online sites and resources for research.

• Recognize that use of school technologies is a privilege and treat it as such.

• Be cautious to protect the safety of myself and others.

• Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

# Examples of Unacceptable Use

I will not:

• Use school technologies in a way that could be personally or physically harmful.

• Attempt to find inappropriate images or content.

• Engage in cyberbullying, harassment, or disrespectful conduct toward others.

• Try to find ways to circumvent the school's safety measures and filtering tools.

• Use school technologies to send spam or chain mail.

• Plagiarize content I find online.

• Post personally-identifying information, about myself or others.

• Agree to meet someone I meet online in real life.

• Use language online that would be unacceptable in the classroom.

• Use school technologies for illegal activities or to pursue information on such activities.

• Attempt to hack or access sites, servers, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

# Limitation of Liability

ECS will not be responsible for damage or harm to persons, files, data, or hardware.  While ECS employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. ECS will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.  Any resources given to students are for educational uses only. ECS will not be responsible for any student misusing the resources that have been given to them.

**Escambia County High School**

**1215 S. Presley St**

**Atmore, AL 36502**

**James Dennis Fuqua,**

**Principal**

August 12, 2015

Dear Parents / Guardians:

Welcome back to a new year and a new start at Escambia County High School!

Each year, ECHS works to involve its parents in every aspect of the educational process. Included in that process are the school’s Continuous Improvement Plan (ACIP), the Title I Plan, and School-Parent Compacts, as well as the LEA Parental Involvement and Title I Plans. These documents are vital to our success each year and contain valuable information about the kind of education your child receives. Over the next month, we will be revising and updating those documents for the 2015-16 school year. As parents, you are invited to view and give your input on these vital instruments.

Parents may come to the school during regular hours and visit our Parent Center (located inside the Main Office). There you can read the CIP, our Title I plan, review the Parent Compacts, complete a review form, and submit any ideas or comments you may have regarding these items.

Our first event of the year, our **Annual Title I meeting**, will orient parents to our Title I program and what this means for parents and students. This meeting will be held on **September 10th at 6pm in the Auditorium**. There will be other events throughout the year; further information is available on the school website and through our Facebook page at: www.facebook.com/AtmoreBlueDevils.

We value your input and hope that you will be able to visit the school soon. There continues to be many wonderful changes here at ECHS, and we invite you to be a part of our continued commitment to your child’s education.

Thank you,

The ECHS Administration

***Escambia County High School***

***Parental Involvement Plan***

***2015-2106***

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

Escambia County High School will hold an Annual Meeting of Title I Parents. Parents will be notified of the meeting through a flier sent home, the school’s Facebook page and phone calls through the School Cast system. Any parents unable to attend the annual meeting will have the option of obtaining information in the ECHS Parent Resource Center located in our Main Office. Topics to be discussed are:

* What it means to be a Title I School
* The 1% Set-Aside for Parental Involvement
* The LEA Title I Plan
* The LEA Parental Involvement Plan
* Continuous Improvement Plan (CIP)
* The School Parental Involvement Plan
* Requesting Qualifications of your Child's Teacher
* Notifications of teachers who are not Highly Qualified
* The Annual Evaluation of the Parental Involvement Plan
* The process for how all Title I parents may have involvement in the 1% Set-Aside, the LEA Title I Plan,
* The CIP, the revisions of compacts, the LEA and School Parental Involvement Plans and the Annual
* Evaluation of the LEA Parental Involvement Plan.
* Introduction of Parent Leaders/Contacts
* School-Parent Compacts
* Timeline for this year's Parent Involvement Opportunities (including opportunities to share in decision-making)

**2. Describe: 1) How there will be a flexible number and format of parent meetings offered; 2) How parents will be involved in the planning, review and improvement of the Title I Program (Note: State the school's process for how all Title I parents have the opportunity for involvement in decision-making.); and 3) How funds allocated for parent involvement are being used in the school.**

1. The Escambia County High School staff and leadership will hold meetings with regard to Title I program functions for parents throughout the year at flexible times. Notification for these meetings will always be through letters home, the school web site, and use of the school cast system. The ECHS Parent Resource Center is also be available each school day from 7:30 am to 4:00pm, which allows parents access to all important school documentation, including Title I information.

2. ECHS will involve parents in the revision and evaluation of the School Parental Involvement Plan, the Title I Program, the eCIP and the School-Parent Compacts. In addition to invitation letters sent to all parents to participate and the Annual Title I meeting, specific parent representatives will be recruited to be on the Parental Involvement Committee and will be directly involved in the planning. Meetings will be scheduled with teachers, administrators, and the Parental Involvement Committee at designated times during the school year to review implementation of program goals. The Parent Resource Center will have copies of all important documents, as well as comment / suggestion / dissatisfaction forms. Any forms turned in will be responded to in a timely manner.

3. Funds allocated for parent involvement are used to provide a Parent Organizer who assists with truancy and coordinates with PTO, as well as a new printer for PRC, ink and paper, Blue Devil Pride parent stickers or magnets to be sent home for parents with contact information. The remaining funds are utilized for the postage machine, by which all mailings are sent home.

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

1. A first-day letter home, the Annual Meeting of Title I Parents, Facebook, and Parent/Teacher conferences will allow parents the opportunity to hear important information pertaining to Title I programs and their child's education. All of the information is also available at any time on the school's website and in the Parent Resource Center.

2. Each child's parent will have access to all course syllabi for all classes, containing information on curriculum and assessments, through the school's web-site, as well as by request from the school. Additionally, the child's progress will be made known to parents periodically through one of the following ways: report cards, progress reports, parent-teacher conferences, and phone calls from the teachers and administrators. State assessment information is mailed out to parents after each testing.

3. Parents are encouraged to contact the school whenever they feel inclined to discuss whatever subject they feel important. Conferences with teachers or administrators can be scheduled quickly and easily where both parties may meet at a reasonable time that will work for both parents and school officials. All of the information sent out by Escambia County High School is provided to parents in a timely manner and is presented in a way easily understood by all.

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

The School Compacts were revised in April of 2015, along with the CIP and Parental Involvement Plan. Parents are always given an opportunity to provide input on the Compacts (as well as the other documents). All parents are encouraged to provide comments and feedback at any time through the school year either on-line or through the Parent Resource Center. Parent Compacts were sent home on August 12, 2015 and returned by students with parent signatures. This document outlines the responsibilities that all parties will carry out to enable each student to achieve. Each teacher at ECHS has a digital copy of the Compact for every student in their classes.

The school has two regularly scheduled parent-teacher conferences, one in the fall and the other in the spring. Compacts are discussed with parents at these meetings and at appointed parent-teacher conferences if the need arises. During the meeting, compacts shall be discussed as related to student achievement.

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

Any parent wishing to voice dissatisfaction with the Continuous Improvement Plan has several avenues by which to do so:

Notices sent home with students, as well as notices posted on the school web site will make parents aware the plan is available for review. Parents have access to all school documents through the school's web site and from the Parent Resource Center throughout the school year. At any time parents may request copies of these documents from the school directly. Comment forms, which provide an opportunity to express dissatisfaction, are provided.

Parents may submit comments in a variety of ways: through forms in PRC, on the web site, in writing through their child or via e-mail. All concerns will be addressed in a reasonable amount of time.

**6a. Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children? (See NCLB Section 1118, requirements for building capacity in parental involvement.) To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school:**

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

For the 2014-15 school year, ECHS will continue the use of the Parent Resource Center, the Annual Title I meeting, Parent Visitation Day, the school website, the School Cast system, Facebook, and Parent Conferences to disseminate information to parents. During this school year, ECHS plans to work toward more involvement through better communication with parents to let them know what is going on at the school. These opportunities will include assistance with interpretation of test results, how to read student profile sheets for EOC assessments, Financial Aid for college, use of I Now home, using the school's website, understanding the new assessments, or simply

watch their child perform in some capacity (i.e. Band concerts, award ceremonies, etc.). ECHS will host a "Back to School Bash" in early August to provide parents with information about Dual Enrollment, contact information,

important dates, fees, classes, lockers, services provided by counselors, and the opportunity to meet with their child's teachers.

**6b. Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children? (See NCLB Section 1118, requirements for building capacity in parental involvement.) To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school:**

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

The Parent Resource Center (PRC) will be open every school day from 7:30am to 4:00pm. During parent meetings, parent teacher conferences and workshops the PRC will be open before, during and after meeting times to accommodate parents. The PRC will provide materials for parents regarding a wide variety of issues, from literacy to state assessment requirements. A work area equipped with a laptop and printer will also be provided to any parent for use in research, ACT registration, I Now @ Home, FAFSA registration, college admission assistance, etc.

Parents and students will have access to the computer lab and resource center at the Atmore Central Office from 8 a.m. to 4:00 p.m. daily (after school and Saturdays as requested).

**6c. Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children? (See NCLB Section 1118, requirements for building capacity in parental involvement.) To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school:**

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

During the school year all staff members will be given opportunities to attend workshops on a variety of parental involvement topics. These opportunities will be at various times throughout the year, including faculty meetings, professional development days, and at times deemed necessary by the administration. Additional professional development will also be provided through the LEA if needed.

**6d. Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children? (See NCLB Section 1118, requirements for building capacity in parental involvement.) To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school:**

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

Parents are informed of all existing school programs through the school website, the School Cast system, Facebook and notices sent home. The Parent Resource Center (PRC), which provides important parent information regarding the education of their children, also provides information regarding all other programs offered at ECHS. The PRC is open and available during regular school hours.

**6e. Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children? (See NCLB Section 1118, requirements for building capacity in parental involvement.) To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school:**

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

English is the primary language of all students served by this school; the school will make every effort to ensure that, to the extent possible, all information sent home will be in a language and form understandable to parents. The Trans ACT compliance and communication center is available on-line for the school to access any parent information needed in different languages. The ECTACO Any Language Translator will also be available by request for all schools to assist with parents who speak a language other than English.

**6f. Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children? (See NCLB Section 1118, requirements for building capacity in parental involvement.) To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school:**

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

The school shall provide reasonable support for parental involvement activities through telephone contacts (parent contact logs and school cast system), notices sent home, Facebook and the school's website. Opportunities for students to perform in a variety of ways to encourage parental participation will also be used.

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

Escambia County High School will use any and all available resources to ensure that information and school reports that are sent home are written in a language that is appropriate for each parent to have a full understanding of its content. Parents with disabilities will be accommodated in every manner reasonable, and ECHS is a handicap-accessible building. Questions and concerns about students and parents with limited English proficiency and/or migratory children and parents will be directed to Beth Drew, Director of Federal Programs.

The Trans ACT compliance and communication center is available on-line for the school to access any parent information needed in different languages. The ECTACO Any Language Translator will also be available by request for all schools to assist with parents who speak a language other than English. Every effort will be made to communicate with parents in their primary language. The LEA has an EL plan in place for students and parents.

**Parents Right-to-Know**

(Teacher Qualifications • Not-Highly-Qualified Status)

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

(6) PARENTS RIGHT-TO-KNOW-

(A) QUALIFICATIONS- At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

(i) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

(ii) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.

(iii) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

(iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

(B) ADDITIONAL INFORMATION- In addition to the information that parents may request under subparagraph (A), a school that receives funds under this part shall provide to each individual parent—

(i) information on the level of achievement of the parent's child in each of the State academic assessments as required under this part; and

(ii) timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

(C) FORMAT- The notice and information provided to parents under this paragraph shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

**Parents / Guardians:**

We are pleased to notify you that in accordance with the *No Child Left Behind Act of 2001*, 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.

**If you would like to receive this information, please contact your child’s school.** Should you have any questions, feel free to contact Mrs. Sarah Watkins at (251)368-9181, and she will be happy to assist you.

Sincerely,



Principal

**Please detach these last pages of this document.**

**Please keep the remainder of the handbook for your records.**

**Sign and return them with your child to their homeroom teacher by the end of the first week of school.**

# SDE Escambia County High School

# School-Parent Compact

***NOTE: Each school receiving funds under Title I, Part A of the No Child Left Behind Act of 2001 (NCLB) must develop a written school-parent compact jointly with parents for all children participating in Title I, Part A activities, services, and programs. That compact is part of the school’s written parental involvement plan developed by the school and parents under section 1118(b) of the No Child Left Behind Act of 2001. The compact must outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State’s high standards.***

\* \* \* \* \*

**Escambia County High School**

**SCHOOL-PARENT COMPACT**

The Escambia County High School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the No Child Left Behind Act of 2001 (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State’s high standards.

This school-parent compact is in effect during school year 2015-16.

School Responsibilities

**The Escambia County High School will**:

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

Student progress at Escambia County High School shall be adequately and continuously assessed and monitored through diverse assessments such as observations, teacher-made tests, standardized tests, portfolios, writing journals, projects, computerized assessments and state mandated assessments. Various strategies and procedures are used within the classroom to address individual learning styles.

1. **Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child’s achievement.**  Specifically, those conferences will be held:

There will be a Parent Night (Title I) meeting on September 10th at 6:00pm. There will also be a state-wide scheduled parent-teacher conference by the LEA October 22nd and March 24th from 3-6pm. Student conferences may also be scheduled with teachers during their planning time and with the principal at any time he is not involved in other matters. Conferences can also be scheduled after school.

1. **Provide parents with frequent reports on their children’s progress.** Specifically, the school will provide reports as follows:

Mid-term progress reports (every 4 weeks) are sent home and report cards are sent at the end of each grading period. Should there be a need, parents are called to report progress concerns and conferences are scheduled as needed.

1. **Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents as follows:

Escambia County High School maintains an open door policy in that administration is always available or quickly available to parents. Teachers are available before school as long as it does not interfere with instruction time, and they are available at their planning time and after school. Parents are encouraged to schedule conferences if they feel a need to discuss any aspect of their child’s educational process

1. **Provide parents opportunities to volunteer and participate in their child’s class, and to observe classroom activities**, as follows:

Parents are invited to participate in the classroom by helping coordinate special class activities and by volunteering to assist with academics. This assistance can be in the form of preparing materials, working with individual students and presenting personal knowledge and information that will enhance educational experiences.

Parent Responsibilities

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

* *Monitoring attendance.*
* *Making sure that homework is completed.*
* *Monitoring amount of television their children watch*.
* *Volunteering in my child’s classroom*.
* *Participating, as appropriate, in decisions relating to my children’s education.*
* *Promoting positive use of my child’s extracurricular time.*
* *Staying informed about my child’s education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.*
* *Serving, to the extent possible, on advisory groups, such as Title I advisory committees and parental involvement committees.*

Student Responsibilities

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

* *Do my homework every day and ask for help when I need to.*
* *Read at least 30 minutes every day outside of school time.*
* *Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.]*

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D. Fuqua, Principal Parent Signature(s) Student Signature

Date: 8/12/15 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

**ECHS Student Data Sheet** Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Physical Address (No PO Box)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent / Guardian Name (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Alt Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent / Guardian Name (2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Alt Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact (1): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Alt Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact (2): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Alt Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List the name, relationship, and phone number of those who are allowed to check out student

(Note: only family members may check students out of school):

Name Phone Relationship

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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I certify that all of the above information is correct, and that it is the responsibility of the parent/guardian to notify the school if any of the above information changes.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name Parent/Guardian Signature Date

**ECHS STUDENT HANDBOOK**

I have read this handbook and agree to follow the guidelines established by Escambia County High School. I also understand that any issue not covered in this handbook is covered by the Escambia County School Board Code of Conduct.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name Student Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent / Guardian Name Parent / Guardian Signature Date

**Parent portions of this handbook (pages 23-25) along with a health form and a FERPA/HIPA Law disclosure must be completed, signed, and returned to your child’s homeroom teacher by the end of the first week of school.**

**Thank you!**