

# CODE OF STUDENT CONDUCT



# 2024 – 2025

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# School Calendar

Escambia County Schools 2024-2025 Year Calendar						
180 Student Days; 187 Teacher Days <span style="float: right; font-size: small;">School Board Approved 2/22/2024</span>						
August 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				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 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					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 2024						
Su	Mo	Tu	We	Th	Fr	Sa
		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 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					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 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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				
End of Grading Periods						
1st nine weeks: Oct 8 (45 days)						
2nd nine weeks: Dec 20 (46 days)						
3rd nine weeks: Mar 14 (46 days)						
4th nine weeks: May 22 (43 days)						
Holiday (schools closed)						
Sept 2 Labor Day						
Nov 11 Veterans' Day						
Nov 25 - 29 Thanksgiving Holidays						
Dec 23- Jan 3 Christmas Holidays						
Jan 20 Martin Luther King Day						
Feb 17 President's Day						
March 24 - March 28 Spring Break						
April 18 Good Friday Holiday						
Professional Development, Teacher Workday, No Students						
Aug 1 Professional Development Institute						
Aug 2 Professional Development Day						
Aug 5 Teacher Workday						
Oct 14 Professional Development Day						
Jan 6 Professional Development Day						
Jan 7 Teacher Workday						
May 23 Teacher Workday						
Early Release (Teacher Work Day) half day						
* Dec 20                      * May 22						
Progress Reports						
* Sept 6                      * Feb 7						
* Nov 8                      * April 25						
Report Cards						
* Oct 18-1st Nine Weeks						
* Jan 10-2nd Nine Weeks						
* March 21-3rd Nine Weeks						
* May 22-4th Nine Weeks						
High School Graduation						
* May 15-Flomaton High						
* May 16-W. S. Neal High						
* May 19-Escambia County High						
January 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		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 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						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	
March 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						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 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		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 2025						
Su	Mo	Tu	We	Th	Fr	Sa
				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

**BOARD APPROVED**

FEB 22 2024

INITIAL:

ESCAMBIA COUNTY SCHOOLS  
POST OFFICE BOX 307  
BREWTON, AL 36427

**ADOPTED BY ESCAMBIA BOARD OF EDUCATION ON:**

**INTRODUCTION**

An appropriate code of conduct must be implemented if students are to have meaningful learning experiences. These experiences may occur only in schools where the environment is free from distraction caused by disruptive behavior. Creating such an environment requires the cooperation of the parents or guardians, the students, the Board of Education, and all employees of the school system.

Parents/guardians have the responsibility for the actions of their child/children and should be involved in the education of their child/children. A parent or guardian's failure to sign the ACKNOWLEDGEMENT PAGE will not relieve the student or the parent/guardian from their responsibility to know the contents of the *Code of Student Conduct* and will not excuse any student's failure to comply with the *Code of Student Conduct*.

**The parent/guardian is legally responsible for student's behavior as stated in the Code of Alabama, Section §1628-12:**

- 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 the child enrolled in school or who fails to send the child to school, or have him or her instructed by a private tutor during the time the child is required to attend a public school, private school, church school, denominational school, or parochial school or be instructed by a 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 any public school in accordance with the written policy on school behavior adopted by the local board of education pursuant to this section 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, teacher of the public 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. Each local public board of education shall adopt a written policy for its standards on school behavior. Each local public school superintendent shall provide at the commencement of each academic year a copy of the written policy on school behavior to each parent, guardian, or other person having care or control of a child who is enrolled. Included in the written policy shall be a copy of this section. The signature of the student and the parent, guardian, or other person having control or custody of the child shall document receipt of the policy.
- C. Any parent, guardian, or other person having control or custody 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 himself or herself as a pupil in accordance with the 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 of education or his or her designee shall report suspected violations to the district attorney within 10 days. Any principal or superintendent of education or his or her designee intentionally failing to report 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 public school. **(School Code 1927, §305; Code 1940, T. 52, §302; Acts 1993, No. 93-672, p. 1213, §1; Acts 1994, 1st Ex. Sess., No. 94-782, p. 70, §1.)**

**2006 Alabama Code - Section 12-15-13 — causing, etc., of delinquency, dependency or need of supervision of children.**

- (a) It shall be unlawful for any parent, guardian or other person to willfully aid, encourage or cause any child to become or remain delinquent, dependent or in need of supervision or by words, acts, threats, commands or persuasions, to induce or endeavor to induce, aid or encourage any child to do or perform any act or to follow any course of conduct which would cause or manifestly tend to cause such child to become or remain delinquent, dependent or in need of supervision or by the neglect of any lawful duty or in any other manner contribute to the delinquency, dependency or need of supervision of a child. The employment of any child in violation of any of the provisions of the child labor law, or permitting, conniving at, aiding or abetting such employment shall be held to be encouraging, causing and contributing to the delinquency, dependency or need of supervision of such child. Failure on the part of any parent, guardian or other person having custody of the child to cause such child to attend school as required by the compulsory attendance law shall be held to be encouraging, causing and contributing to the delinquency, dependency or need of supervision of such child.
- (b) Whenever, in the course of any proceedings under this chapter or when, by affidavit as provided in this subsection, it shall appear to the juvenile court that a parent, guardian or other person having custody, control or supervision of a child or any other person not standing in any such relation to such child has aided, encouraged or caused such child to become delinquent, dependent or in need of supervision, as defined in this chapter, or has by words, act or omission contributed thereto or has, by threats, commands or persuasion, induced or endeavored to induce, aided or encouraged such child to do or perform any act or to follow any course of conduct which would cause or manifestly tend to cause such child to become or remain delinquent, dependent or in need of supervision, the court shall, for the protection of such child from such influences, have jurisdiction in such matters, as provided in this section. The court shall cause such parent, guardian or other person to be brought before it upon either summons or a warrant, affidavit of probable cause having first been made.
- (c) Whoever violates any provision of this section shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than **\$500.00** or **sentenced to hard labor for the county for a period not to exceed 12 months or both.**
- (d) Upon conviction, the court shall have the power to suspend any sentence, remit any fine or place such person on probation under such orders, directives or conditions for his discipline and supervision as the court deems fit. *(Acts 1975, No. 1205, p. 2384, §5-148.)*

## MISSION STATEMENT

The mission of Escambia County Schools is to provide a safe, rigorous, and engaging learning environment that promotes healthy, respectful, resourceful, and responsible life-long learners who will collaborate, lead by example, set goals to strive for excellence, and graduate as college or career ready.

## JURISDICTION OF THE SCHOOL BOARD

Students enrolled in Escambia County Schools are subject to the policies of the Escambia County Board of Education and to the rules and regulations of the school. This authority applies to all school-sponsored activities, including, but not necessarily limited to, the following:

1. Regular school activities
2. Transportation on school buses
3. Field trips
4. Athletic functions
5. Extracurricular activities

School regulations and prohibitions pertain to automobiles driven or parked on school property. In addition, the school may exercise jurisdiction over student conduct in the immediate vicinity of the school. School facilities and school buses are equipped with surveillance equipment to help maintain safe and secure school

climates. **Administrators** have the authority to use any discretion to make sure all students are in a safe environment.

## **WHAT IS THE STUDENT CODE OF CONDUCT AND WHY DO WE NEED IT?**

Students need an environment that is safe and conducive to learning. To provide and maintain that environment, the Student Code of Conduct:

1. Describes that positive environment
2. Describes the conduct which is disruptive to such an environment
3. Strives to standardize those procedures which the school will use in responding to conduct problems
4. Assures the rights of students when disciplinary actions are taken
5. Specifies the rights and responsibilities of students

The principal shall work cooperatively with faculty, parents or guardians, and students in reviewing the Student Code of Conduct for Escambia County and shall take proper steps to make sure that teachers, parents or guardians, and students receive a copy of the annual revisions.

The Student Code of Conduct shall be modified as required due to changes in Federal and/or State mandates.

Therefore, this code of conduct is subject to change.

The Student Code of Conduct is in force:

1. During regular school hours
2. While students are being transported on a bus
3. At such times and places where appropriate school administrators have jurisdiction over students including, but not necessarily limited to, school-sponsored events, field trips, athletic functions, and other activities

In addition, the principal or designee is authorized to take administrative action whenever a student's misconduct away from school has a detrimental effect upon other students or on the orderly educational process.

## **ROLES OF THE HOME, STUDENT, AND SCHOOL**

In order for effective instruction to occur, there must be a cooperative relationship between student, parent, and educator. This relationship may be described as follows:

### **HOME: Parents or guardians should:**

1. Maintain regular communication with the school authorities concerning their child's progress and conduct.
2. Ensure that their child is in daily attendance and promptly report or explain an absence or tardiness to the school.
3. Provide their child with the supplies and materials needed to complete class work.
4. Ensure that their child has a time, a place, and the materials necessary for doing homework assignments.
5. Assist their child in being healthy, neat and clean.
6. Inform the school by written notice of any problem that could affect the health or behavior of their child.
7. Discuss report cards and work assignments with their child.
8. Maintain up-to-date homework and emergency telephone numbers at the school, including doctor, hospital preferences, and emergency health care form.
9. Assume major responsibility for the student's behavior.
10. Provide transportation for their child in the event of suspension from riding the school bus or in the event of after school detention.

**STUDENTS should:**

1. Attend all classes daily and be punctual in attendance.
2. Be prepared to come to class with appropriate materials.
3. Be respectful to all individuals and property.
4. Refrain from profanity, inflammatory, harassing, or threatening statements.
5. Be clean and neat.
6. Be responsible for doing work as assigned.
7. Abide by the rules and regulations of the school.
8. Inform parents or guardians of school accomplishments and needs and promptly take notices from the school to the home.
9. Request to make up assignments within a reasonable length of time after excused absences.
10. Express viewpoints orally and in writing without being obscene, slanderous, or libelous.
11. Express disagreements without infringing upon the rights of others or interfering with the orderly educational process.

**SCHOOLS should:**

1. Encourage parent participation in the educational process of the student.
2. Promote regular parental communication with the school.
3. Seek to involve students and parents in the development of policy.
4. Encourage the use of good guidance procedures.
5. Maintain an atmosphere conducive to good behavior.
6. Exhibit an attitude of respect for students.
7. Provide high-quality curriculum and instruction to meet the needs of all students.
8. Encourage a good working relationship among staff and with students.
9. Encourage the school staff, parents or guardians, and students to use the services of community agencies, and make available to parents information concerning the services available.
10. School personnel should adhere to the *Alabama Code of Ethics*:
  - ❖ Teachers should utilize as many informal disciplinary and guidance methods as necessary, in addition to, or in conjunction with, formal disciplinary action.

**Teachers have the right to:**

1. Maintain reasonable and necessary classroom discipline and control.
2. Use physical force as is reasonable and necessary to protect themselves from attacks or prevent injury to a student.
3. Be free from any physical or verbal threats as a result of carrying out their duties.

**ACADEMIC RESPONSIBILITY****Grading Scale - A: 90 – 100    B: 80 – 89    C: 70 – 79    D: 60 – 69    F: 0 – 59**

An academic grade should reflect the teacher's most objective assessment of the student's academic achievement. Academic grades should not be used as a means of maintaining order in a classroom, nor should student behavior be included in calculating academic grades. Since career technical and academic courses are designed to train students for the world of work, attitude and behavior may be considered when determining these academic grades.

Students are to be informed of a teacher's grading criteria at the beginning of each year or semester course.

For students in grades K-12, courses will be graded using the following formula:

- Major – tests, projects, etc. = 60%



- Minor – quizzes, classwork, etc. = 40%

\*Career Tech courses will be graded using the following formula:

- Major – participation, activities, finished products = 60%
- Minor – quizzes, classwork, etc. = 40%

Students should receive reasonable notification of failure or potential failure when it is apparent unsatisfactory work is being performed.

Weekly progress reports are available via Schoology Parent Weekly email.

Access to student grades are available through <http://app.schoology.com> using parent login.

Progress Reports will be sent home on the following dates for the 2024-2025 School year:

September 6 First Quarter

November 8 Second Quarter

February 7 Third Quarter

April 25 Fourth Quarter

### **Credit and Promotion:**

Promotion or retention of students from grade to grade will be determined through the cooperative agreement of the classroom teacher and the principal including summer school promotion.

### **Grades 1-8**

1. Subjects considered for promotion/retention are English/language arts and math for grades 1-5, English/language arts, math, science and social studies for grades 6-8.
2. Students in grades 1-8 must achieve at least a 60% yearly grade average in the subjects considered for promotion/retention.
3. Students who fail English/language arts **and/or** math will be required to attend a summer school/program. Students in grades 6-8 who fail any core subject to include English/language arts, math, science or social studies will be required to attend summer school.
4. Students in grades 1-5 attending summer school/program will be required to take English/language arts **and** math **regardless** of which subject they failed.
5. Grades recovered through summer school grades 6-8 will be added to the student transcript. **The summer school grade will be recorded as no more than 70% on the student transcript.**

Board Policy 7.3.5 Promotion – Students are promoted from grade to grade on the basis of academic credit earned during the school year, in summer school programs, or in such other academic programs as may be approved or recognized by the Board. Students who are eligible for promotion from grade to grade may nevertheless be retained by agreement of the parents and appropriate school officials.

*\*The Alabama Literacy Act #2019-523 Summer Reading programs (Literacy Camp) will be provided for all students K-3 that have been identified with reading deficiencies.*

Per the **Alabama Numeracy Act**, summer math camp is offered to students in grades 4 and 5 who are identified with a mathematics deficiency. Mathematics deficiency is defined as students scoring below proficiency.

## Grades 9-12


In cases of questions concerning the promotion of students, it will be the policy of the School Board that the principal and teachers be granted the authority to make a final decision in such matters with the following guidelines:

1. Students must pass English/language arts, math, science and social studies before being promoted.
2. Students who fail to meet grade requirements will not advance to the next grade by social promotion.
3. Students who fail English/language arts, math, science, or social studies may attend summer school to make up the credit for the course failed.
4. Students in grades 9-12 who fail a semester of English/language arts, math, science, or social studies (**if the year average is 59 or below**) may attend summer school to make up a semester (1/2) credit.
5. Grades recovered through credit recovery will be added to the student transcript. **The summer school grade will be recorded as no more than 70% on the student transcript.**
6. The recovered grade will be added to the student transcript but failing grades WILL NOT be removed from the transcript.
7. A note will be made on the Power School SIS student transcript indicating that a student has recovered a grade through credit recovery and/or summer school.

## Credit/Course Recovery

High School Courses are set up as 1<sup>st</sup> semester or 2<sup>nd</sup> semester courses. The standards for each semester match the Escambia County Schools pacing guide. 1<sup>st</sup>- 8<sup>th</sup> grade courses are set up as full year courses except Geography and Civics. Students in grades 9-12 take a credit recovery course for the semester failed. Students in grades 1-8 will take the entire course. Students in grades 9-12 shall not receive a semester grade higher than 70 for credit recovery. Students in grades 9-12 will receive credit for a yearlong course if the average of **both** semesters is 60 or higher.

Credit Recovery is only for students who have attempted and failed a course with a minimum average of 40. It is not to be used as a substitute for a regular course. Exceptions will be made for students assigned to the Alternative School.

Follow the link or QR code for Credit Recovery Plan Information	<a href="#">Credit Recovery Plan</a>	
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**\*\*\*The National Collegiate Athletic Association (NCAA) does not recognize Credit Recovery for course credit and the original failing grade will remain on the student's permanent record.**

## Extracurricular Academic Responsibility

**Athletics-** Participation in Board sanctioned athletic programs will be on such terms and conditions as may be approved by the Board and any athletic association of which the Board or the applicable local school is a member. Schools may establish terms and conditions for participation in such programs as long as school eligibility criteria are not inconsistent with system-wide eligibility Escambia County Board of Education Students Policy Manual or participation criteria, rules, regulations, or standards established by any athletic association or organization of which the Board or the applicable local school is a member, or any rule, principle, or provision of applicable law.

**Other Extracurricular Events-** Principals have the discretion to withhold participation in extracurricular events including Senior activities based on poor behavior and attendance.

## Eligibility Requirements

- A. **Grades 10 – 12.** Students entering Grades 10 through 12 must, for the immediate preceding school year, have passing grades of at least a 70 composite numerical average and earn the appropriate number of credits in each of six (6) subjects that total six (6) Carnegie units of credit, including four (4) credits from the four (4) core subjects composed of English, science, social studies, and mathematics.
  - a. No more than two (2) Carnegie units may be made up during summer school. If a unit(s) or subject(s) is repeated in summer school, the higher numerical grade for the unit(s) or subject(s) may be used to compute the composite grade average.
  - b. Eligibility will be determined on the first day of the local school year and will remain in effect for one (1) complete school year. Students ineligible at the beginning of an academic year may become eligible at the end of the first semester if they meet all academic requirements at that time. Bona fide transfers may be dealt with according to the rules of the Alabama High School Athletic Association for sports and rules to be developed by this Board of Education as they pertain to other extracurricular activities.
  - c. Each eligible student involved in athletics must meet the definition of a regular student as defined by the Alabama High School Athletic Association.
  - d. Any student who earns more than four (4) credits in the core curriculum in any given year or who accumulates a total in excess of the required four (4) per year may be exempt from earning the four (4) core courses in the succeeding year as long as that student remains on schedule for graduation with his/her class.
- B. **Grades 8 – 9.** Students entering Grades 8 and 9 must, for the immediately preceding school year, have a passing grade in five (5) subjects with a composite numerical average of 70 with all other rules applying the same as to students in Grades 10 – 12.
- C. **Grade 7.** Students promoted to the seventh grade for the first time are eligible.

**Academic Integrity** - *Scholarship, academic honor, and integrity are an important part of all future endeavors.* Lack of academic integrity includes, but is not limited to, plagiarism, cheating, misuse of computers, misuse of library privileges and inappropriate conduct within the learning environment. This also includes intentionally accessing a computer without authorization or exceeding authorized access including student grades and student transcripts. ***Failure to follow all aspects of academic integrity may result in the loss of scholarships, recommendations, and college admissions as well as internships and job opportunities. In addition, violators may face local, state, and federal charges.***

## ACCESS Virtual Learning

ACCESS Virtual Learning is an education initiative of the Alabama State department of Education which provides opportunities and options for Alabama high school students to engage in Advanced Placement (AP), elective, and other courses to which they may not otherwise have access at NO COST!

### SCHOOLS PLP

Schools PLP blended virtual learning will be used for credit recovery.

## ENROLLMENT GUIDELINES

Parent(s)/Guardian(s)/Custodians(s) shall provide the following information to enroll a child eligible for enrollment with the Escambia County Board of Education:

1. Proof of current Alabama immunization
2. Social Security card (voluntary) - Any request for a student's SSN is voluntary, and will only be used for the statutory or other legal purpose under which the school is seeking the number. Any request for a student's SSN will include an explanation for the purpose for collecting the number.
3. Proof of legal residence which shall include 2 or more of the following:
  - ❖ Proof of home ownership or lease/rental agreement
  - ❖ Property tax notice
  - ❖ Copy of current utility bill
  - ❖ Driver License and/or Photo Id of the parent/guardian may be used as proof of residency, although an Alabama driver license is NOT required for proof of residency.
4. Records, including an official transcript, from previous school
5. Birth Certificate NOT required for enrollment. Although, it may be requested for age verification. No child will be denied enrollment if he/she possesses a document indicating a foreign place of birth.
6. Completed enrollment/transfer form
7. Students may not enroll in their attendance zone assigned school who are currently suspended or expelled from their previous school, until their disciplinary action is completed.

It shall be the sole duty and responsibility to the enrolling parent, guardian, or custodian to provide the school principal with a certified copy of any valid court order restricting contract or visitation by noncustodial parent (s).

Copies of any such matters provided to the school principal will be placed on file at the local school.

Eligibility for participation in athletic activities shall be determined in accordance with the Alabama High School Athletic Association transfer rules.

### School Guardianship Guidelines

Unless enrollment is otherwise required by law, rule, or regulation, a guardian/custodian desiring to enroll a student in the Escambia County School system shall provide the local school with an **original or certified copy of the court order or decree transferring guardianship or custody to the enrolling guardian/custodian.**

Delegations of parental authority or powers of attorney will not be accepted.

In addition to the matters noted in the preceding paragraph, it shall be the sole duty and responsibility of the enrolling guardian/custodian to provide all documentation otherwise required by the Escambia County Board of Education as a prerequisite to enrollment.

Failure to comply with any of the above-noted requirements will result in the denial of the request for admission. Upon enrollment, if circumstances change such that any of the foregoing requirements are no longer satisfied, the student may be withdrawn from school. The parent(s), guardian or custodian agrees to provide immediate written notification to the local school principal of any change in circumstances related to the student's continuing eligibility for enrollment.

Under existing circumstantial situations as documented in writing by the parent, guardian or custodian, the Assistant Superintendent or designee may in his or her sole discretion waive the foregoing requirements and allow a student to temporarily enroll pursuant to a properly executed delegation of parental authority as approved by the Escambia County Board of Education. In the event a waiver is denied, the parent, guardian or custodian may submit an appeal in writing to the Superintendent of the Escambia County Board of Education. If the Superintendent makes a finding that an extreme circumstantial situation exists, enrollment shall be allowed pursuant to this paragraph. The Superintendent's decision to approve or deny enrollment shall be final.

Eligibility for participation in athletic activities shall be determined in accordance with the Alabama High School Athletic Association transfer rules. It shall be the sole duty and responsibility of the parent(s), guardian or custodian, to determine compliance with all applicable rules regarding eligibility for participation in athletic activities.

Any student enrolled in accordance herewith shall comply with all applicable laws, rules and regulation, including, but not limited to attendance requirements and the student code of conduct.

## **DUAL ENROLLMENT/ DUAL CREDIT**

The Alabama State Board of Education has authorized the establishment of dual enrollment between public colleges, universities and local boards of education. Students enrolled in Escambia County Schools may be concurrently enrolled at a postsecondary institution. Students in grades 10 through 12 may participate in dual enrollment/dual credit.

Eligible requirements for participation are:

1. To qualify for Academic dual enrollment, students must have a minimum of 3.0 or higher GPA on a 4.0 scale in high school coursework
2. To qualify for Career Tech dual enrollment students must have a minimum of 2.0 or higher GPA on a 4.0 scale in high school coursework. Nursing requires a 2.5 GPA
3. The student must have written approval of the appropriate principal and the local superintendent of education or their designees.
4. Students must meet the entrance requirements of the postsecondary institution.
5. Students participating are required to follow college procedures and complete required college forms and Escambia County applications forms before taking courses. Deadline dates for all college forms and applications are established by the postsecondary institution for admission.
6. Courses at the postsecondary institution may not conflict with the student's regular high school schedule.
7. A student may take a college course during the regular academic day, at night, over the summer, or online.
8. Prior permission from the superintendent will be required to receive credit for summer courses. Approval is required prior to enrolling in class.


Students participating in Dual Enrollment/Dual Credit Courses are required to adhere to Escambia County Board of Education's Code of Student Conduct and respective college's Code of Student Conduct. Dual Enrollment/Dual Credit are taught at the college level and graded at the college level and allows for students to earn college AND high school credits.

### Credit for Dual Enrollment Courses

Alabama Administrative Code, Rule No. 290-3-1-02 "One (1) three semester hours postsecondary/college-level course shall equal (1) high school credit in the same or related subject." In the case of English 11 and English 12, multiple English courses are required (contact the principal or guidance counselor for specific requirements). You may also follow this link or QR code to view Dual Enrollment guidelines.

### Dual Enrollment/Dual Credit (DE/DC) with HONORS credit

Courses endorsed by the Escambia County School System (core courses) warrant the awarding of secondary credit for postsecondary/college level coursework and will be weighted by adding 10 points to the final average when calculating the Numeric GPA for the top 10 ranking. When calculating the grade point average on a 4.0 scale, .5 will be added for approved Dual Enrollment/Dual Credit Courses.

See <b>School Board Policy 7.3.2</b> Follow the link or QR code for Board Approved Dual Enrollment Courses.	<a href="#"><u>Dual Enrollment Course Offering</u></a>	
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### Dual Enrollment/Dual Credit (DE/DC) for other credit

All other courses taken at postsecondary institutions may qualify to count for the Elective (3) CTE and/or Foreign Language and/or Arts Education **or** for the General Electives (2.5) requirement. These courses WILL NOT count for honors credit and WILL NOT be weighted. Also, once the Electives (3) and General Electives (2.5) have been added to the student's transcript, no other courses will count for secondary credit.

### Dual Enrollment – not for high school credit

If the course is not found in the ALSDE Subject and Personnel Code Description and has no related subject, the student shall not receive high school credit. Grades **ARE NOT** included in the student GPA.

### Upon completion of Dual Enrollment/Dual Credit courses:

Students must provide the school with the final grade at the completion of the 3- semester hour course


1. Assigned grades for Dual Enrollment/Dual Credit courses will appear on the high school report card and transcript, and the college transcript

All tuition, fees and books are the responsibility of the students or their parents. All questions about tuition should be directed to the postsecondary institution.

Escambia County Schools currently has Dual Enrollment/Dual Credit agreements with the following institutions:

- Coastal Alabama Community College
- Reid State Technical College
- Troy University
- Auburn University
- Participation agreements with other institutions may be added.

Criteria for Dual Enrollment/Dual Credit may change. For further information concerning Dual Enrollment/Dual Credit, contact the Secondary Curriculum Supervisor or school counselor. Follow the links below to view the dual enrollment guidelines or use the QR code.

Follow the link to view the dual enrollment guidelines or use the QR code.	<a href="#"><u>Dual Enrollment Guidelines</u></a>	
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## GRADUATION

Graduation from an Alabama High School denotes the completion of a school program that has been planned and administered to meet the needs of the students.

### Graduation Ceremony:

Participation in a graduation ceremony is a privilege. All students will be allowed to wear only school issued regalia. Graduation is a momentous occasion and should be treated as such. Appropriate behavior is expected at all graduation ceremonies for graduates and guests including but not limited to: no artificial noisemakers, no loud and inappropriate shouts, hoots or comments. Inappropriate behavior may result in the offender being removed from the ceremony.

Students who have failed to meet the following requirements will not participate in a graduation ceremony:

1. Completion of a state recognized graduation/completion option
2. Appropriate behavior as established by school policy up to and including the last day of school and through the actual graduation ceremony. Thus, any misbehavior resulting in disciplinary action may result in a student being denied the privilege of participating in the graduation ceremony.
3. If a student is in Alternative or Compass School during the time of graduation, the student will be prohibited from participating in activities relating to the graduation ceremonies.

## HONORS PROGRAM

The Honors program for Escambia County Schools is a rigorous, challenging, and rewarding program for our students. However, it is NOT for every student. To help parents better understand what will be expected of your child for the next four years, should he or she decide to take the Honors courses required to receive an Advanced Academic Endorsement, we share with you the following information:

### 1. Honors Requirements – Student Eligibility

*Minimum requirements for rising 9<sup>th</sup> grade students to qualify for the Honors track:*

- 1) 80 or higher yearly average in the previous school year for the subject area
- 2) Benchmark/proficient on the State Assessment and other district-wide assessment(s)
- 3) Teacher recommendation
- 4) Attendance – No excessive unexcused absences as outlined in the system-wide attendance policy
- 5) Discipline – No more than 2 office referrals resulting in an Out of School Suspension disposition for the student
- 6) The principal will make the final eligibility determination


*Minimum requirements for students to continue in the Honors track:*

- 1) 70 or higher yearly average in the previous school year for the Honors subject area
- 2) Benchmark/proficient on the State Assessment and other district-wide assessment(s)
- 3) Students failing an honors course in the previous school year will not be allowed to enroll in that honors course the following school year
- 4) Teacher and administrator may review eligibility for continuance in the Honors program on an individual basis
- 5) Attendance – No excessive unexcused absences as outlined in the system-wide attendance policy
- 6) Discipline – No more than 2 office referrals resulting in an Out of School Suspension disposition for the student
- 7) The principal will make the final eligibility determination

2. **Tests** will account for at least 60% of the calculated 9 weeks' score. A student must rigorously study for each and every test given. If your student is in the Honors Program, he or she may have up to four honors classes at one time. Your student must be prepared and willing to handle this challenging academic load.



3. There is **NO extra credit** in the Honors Program. There is no exception for work that is late or missing due to the student's failure to submit assignments.  
WHAT DOES THIS MEAN? Your student's overall grade will come directly from tests, quizzes and class assignments within that individual class.
4. It is **essential that students be present** on a regular, daily basis to be successful in school. It is extremely so in the Honors Program. Chronic absences of students within the Honors Program may result in a parent conference. When students are absent, with an excuse, they are totally responsible for notes and assignments missed during class. If a test has been missed, that student is responsible for rescheduling a make-up time.  
WHAT DOES THIS MEAN? If your student cannot attend school regularly, the Honors Program may not be his or her best choice. If your student is absent due to illness, appointments or other excused absence, it is their responsibility to set up arrangements for make-ups.
5. **Students who struggle** to keep up with the rigor of an honors class may be placed in the regular course at the teacher and administrator's discretion. **It is important to know that once started on the Honors Math track flexibility in the courses offered may be limited.**
6. When calculating the grade point average on a four-point scale, .5 will be added for approved Honors Courses.

Click the link to the right to see School Board Policy 7.3.2 or use QR Code.	<b><u>SB Policy 7.3.2</u></b>	
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**Students who struggle to keep up with the rigor of an Advanced Placement (AP), Honors/Advanced class may be placed in the regular course at the teacher and administrator's discretion.**

## FIELD TRIP PROCEDURES

### Procedures to be followed for School Board Policy # 6.6 *Off-Campus Events*

Field trips or excursions are defined as educational experiences conducted during school hours and planned by a teacher to correlate with the regular classroom instructional program. Field trips should be an extension of classroom instruction. The superintendent and principal will carefully consider the academic benefits of the field trip before permission is granted. Thought should be given to what a student will miss when off campus. **Field trips must not be publicized or planned in detail before receiving permission from the superintendent and principal. All overnight, out of state non-sanctioned AHSAA trips that exceed a one hundred fifty (150) mile radius must be board approved prior to the field trip.**

In planning a field trip, the following guidelines and procedures are listed to assist the principal in granting permission to teachers to take students on field trips. Local schools are responsible for planning field trips, securing transportation, and collecting required fees.

**Permission Forms:** Students must have a signed county-wide parental permission form in order to participate in an off-campus activity. (Verbal permission will not suffice.) If students do not participate in the field trip, provisions will be made for learning to continue at school.

**Student Exclusion:** Only the principal has the authority to exclude a student from a field trip. This may be due to a student exhibiting inappropriate conduct on a regular basis which may create an unsafe situation. Students excluded from a field trip will be refunded any deposits or other fees already paid.

**Fees:** Trips that require students to pay entrance fees, fares, or any other money should be kept to a minimum. Every effort should be made to identify sources to assist in payment of fees for students who may be unable to pay.

**Parent Chaperones:** Chaperones are adults who accompany teachers and students with the understanding that the teacher holds the leadership position and is responsible for all decisions. Parent chaperones must be able to stay for the duration of the excursion and exhibit appropriate behavior. Parents will not be allowed to take other children who are not in the participating class. Chaperones must complete and sign the county-wide chaperone agreement form.



**Transportation:** Any field trip that departs from school property must require transportation by bus only. The Escambia County School System does not allow transportation by private vehicles.

## **BUS TRANSPORTATION POLICY**

It is the position of the Escambia County School System that misbehavior on the bus (enroute to and from school, including bus transportation for all school sponsored events) creates a danger to the offending student and everyone else on the bus and will not be tolerated. Riding the school bus is a privilege, not a right. Misconduct on the bus is a safety hazard and may result in a student losing that privilege. Principals and his/her designees are the only persons authorized to suspend or terminate bus privileges based on several factors: a. the severity of the infraction; b. the age of the student; c. the number of existing infractions. Consequences for failing to follow bus rules and regulations will follow administrative disciplinary action guidelines present in the Escambia County Code of Student Conduct. Parents and students should check and follow the local school board policies pertaining to infractions and consequences on the school bus. If a child loses his/her bus riding privilege, the parent assumes full responsibility for transportation to and from school.

### **Bus guidelines include:**

1. A bus is considered an extension of the classroom and therefore falls under the guidelines of the code of conduct with the exception to the additional specific bus guidelines listed below.
2. The Superintendent has the authority to change, alter, or implement a transportation procedure or rule in order to maintain safety at any time.
3. Arrive at the bus stop five minutes prior to pick-up time. Failure to be at the bus stop on time will result in being left.
4. Engage in appropriate behavior at the bus stop.
5. Be respectful and follow the instructions of the driver at all times. (Bus drivers may assign seats to students).
6. Board and leave the bus in an orderly manner at designated stops only.
7. Take your seat promptly and stay seated while the bus is in motion.
8. Keep the aisle of the bus clear at all times.
9. Always keep hands, head, feet, and belongings inside the bus.
10. Talk quietly; the driver needs to concentrate to safely drive the bus.
11. Fighting, shouting, throwing objects or use of obscene language is not permitted.
12. Be absolutely quiet when approaching a railroad crossing.
13. Eating and drinking (this includes chewing gum) is not allowed on school buses at any time. This rule protects students or drivers that have food allergies and anaphylaxis, prevents the possibility of choking, and helps maintain bus cleanliness.
14. Remain in the seat until the bus comes to a complete stop.
15. Do not leave paper or trash on the bus.
16. A student who damages the school bus in any way will face disciplinary action as per the code of conduct. Damages will be paid for by the student/parent and students will not be allowed to ride the bus until the transportation department receives payment for damage caused by the student. (A payment plan may be worked out by the principal with the parent or student to allow the student to ride before all damages are paid. This is at discretion of principal)
17. Students may only ride their assigned bus unless the parent/guardian provides a written request to school administrators. Administrators will only approve requests under special circumstances and on a case by case basis. This written request must be submitted before noon and approved by the site administrator or the request will be denied.

18. Cell phones and other electronic communication devices may be used on the bus at the Principal's and/or Transportation Supervisor's discretion as long as it does not become a distraction for the bus driver. Students must comply with a bus driver's command to put an electronic device away.  
 ALTERNATIVE AND COMPASS SCHOOL STUDENTS MAY NOT HAVE ELECTRONIC DEVICES ON THE BUS.
19. No audio or video recording by students is allowed on the school bus.
20. Please note that the following statement is posted on the outside of all buses:

**NO TRESPASSING ON THIS SCHOOL BUS**

**OFFENDERS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW**

**PUNISHMENT COULD RESULT IN A FINE OF UP TO \$6,000 AND UP TO ONE YEAR IN JAIL**

### **CHILD NUTRITION PROGRAM**

The Escambia County Board of Education is participating in Community Eligibility Provision (CEP), which allows schools to offer both breakfast and lunch at **NO CHARGE** to students while eliminating the traditional school meal application process. Students **WILL NOT** have to pay for their meals each day. Students **WILL** have to pay for any extra items they wish to purchase. For example, a student may wish to select an extra pizza and an extra milk, the student would be responsible for paying for these items. Students may not charge a la carte items or extra sales. My School Bucks, the online student account management system, will be available to add funds to your student's account. They will be able to use their accounts for a la carte and extra sales. To sign up for My School Bucks, go to [www.myschoolbucks.com](http://www.myschoolbucks.com) and follow the online instructions.

Meal prices for the SY 2024-2025 are as follows:

	<u>Lunch</u>	<u>Breakfast</u>
2nd Student Meal	\$ 3.75	\$ 2.25
Employee	\$ 4.75	\$ 3.25
Visitor	\$ 5.75	\$ 4.25

The charge policy may be located in the Escambia County Board of Education Policy Manual, section 3.17. Charging of items outside of the reimbursable meals (a la carte items, adult meals, etc.) is expressly prohibited. Students/Parents/Guardians may pay for extra meals/ a la carte items in advance via [www.myschoolbucks.com](http://www.myschoolbucks.com) or with a check payable to the lunchroom where your student attends. Further details are available on our web page at [www.escambia12.net](http://www.escambia12.net), *Departments, Child Nutrition*. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student may/will be carried over to the next school year. Refunds for withdrawn and graduating students may be requested in writing or by emailing a request for a refund. Contact the CNP Manager at your student's school for the request form. If making a request by email, please send your request to [susanne.boutwell@escoschools.net](mailto:susanne.boutwell@escoschools.net). Students who are graduating at the end of the year will be given the option to transfer to a sibling's account with a written

request. Unclaimed funds must be requested within one school year. Unclaimed funds will then become the property of the *Escambia County Schools Child Nutrition Department*.

The Escambia County School System is committed to providing school environments that promote and protect children’s health, well-being, and ability to learn by supporting healthy eating and physical activity. For more information regarding our commitment, please see the district Wellness Policy.

## **Parking Policy**

In order to promote the safety and welfare of students and others who work on or visit school campuses, high school students will be granted the privilege of driving and parking on school property only if they are free of the effects of alcohol or other illegal or controlled substances. Accordingly, any high school student who desires to drive a vehicle on school property or park on school property may be required to submit to periodically or randomly administered sobriety or drug tests as a condition to issuance of a permit authorizing the operation or parking of a motor vehicle on school grounds. Student drivers are required to adhere to the Drug and Weapons Free School Policy, and must follow all other requirements in the Code of Student Conduct. Proof of valid driver licenses and vehicle insurance is required. Principals may impose reasonable additional conditions or requirements including: suspension and/or revocation for the privilege of driving or parking a vehicle on school property including, for example, conditions relating to maintenance of academic and attendance standards including: leaving the school campus without permission and the payment of fees. Principals may also establish priorities for issuance and assignment of parking permits.

## **ATTENDANCE POLICY**

**The Escambia County Board of Education believes it is essential for students to attend school and to be on time.**

**Students are expected to be prompt to school and to each class period.**

1. Students are required to be on time for school. It is the responsibility of parents or guardians to make sure that their children arrive on time each day.
2. Any time a student is absent or tardy, the parent or guardian must send a written note to the school satisfactorily explaining the absence or tardy. Excused absences include: illness, death in the immediate family, inclement weather, legal quarantine, and emergency conditions (as determined by principal). For scheduled family commitments, etc., parents or guardians must secure permission from the principal prior to absences. A written note or doctor’s statement must be sent to the school within 3 days of the student’s return to school to be counted as an excused absence.
  - A written note from parents or guardians, as described above, will excuse absences for grades K through 12 for up to, but not exceeding **9** absences per year.
3. Parents or guardians of any student having a chronic medical problem that may cause the child to miss school are required to provide the school with a clinical or doctor’s **PHYSICIAN’S STATEMENT OF ILLNESS** verifying the child’s condition at the beginning of the school year. The statement will reflect the nature of the child’s illness, and state that the child may have to miss school from time to time due to illness. Failure of the parent/guardian to provide the school with a chronic ailment statement can result in unexcused absence accumulation. When the student is absent, the parent/guardian is required to send an excuse to explain why the student was absent. If the absence is due to the condition stated in the Physician’s Statement of Illness, the parent may simply write, “See doctor’s letter.” Failure of the parent/guardian to provide the school with excuses may result in unexcused absence accumulation and referral to Juvenile Court. The Physician’s Statement of Illness should include the following:
  - ❖ Be written on the physician’s or the medical office letterhead
  - ❖ Include the signature of the physician
  - ❖ List the diagnosis

- ❖ Provide a list of any physical limitations the student may have
  - ❖ A NEW STATEMENT MUST BE PROVIDED EVERY YEAR
4. Students must be in attendance one-half of the instructional day to be counted present. Tardiness and early checkouts are strongly discouraged.
  5. Students are allowed 1 excused absence for each occurrence of head lice.
  6. Students aged 17 or older who accumulate more than 10 days total unexcused absences during a year may be withdrawn from school if the student cannot pass any classes for that year.

### Check-Outs from School

1. Students who need to leave school for any reason must have a parent/guardian or designee to come to the school to check out this student. Parents and/or guardians or their designee must provide a picture I.D. when checking out a student in all grades. If extenuating circumstances occur, sudden illness, accident or similar incidents, parents/guardians or their designee must check out the student.
2. The nature of the check-out will determine whether the absence from any part of the school day will be excused.
3. No student may check out for lunch. No students may have food delivered to them for lunch unless approved by principal for specific reasons.

### Children under Probation

1. The school attendance officer should be notified by the juvenile probation officer of all children in the school system under probation supervision by the juvenile court as consistent with state statute, Code of Alabama (1975), 12-15-100 and 105.
2. When a child under probation is truant, the school attendance officer may immediately notify the juvenile probation officer.

### Unexcused Absences – The following guidelines apply:

#### Grades K-12

1. 1 Unexcused absence – Parent/Guardian will be notified by the school attendance officer.
2. 2 -3 Unexcused absences – Parent/Guardian will be notified by the school attendance officer.
3. 4 Unexcused absences - Parent/Guardian will receive a phone call and a letter from the District Attorney's Office stating that this is the last warning before the legal system is involved.
4. 5 Unexcused absences – Parent/Guardian will be notified by letter stating that attendance is mandatory at the Early Warning Truancy Program.
5. 7 Unexcused absences – A court petition can be filed on the parent and student.
6. Grades K-8 - Students **may** be given zeros for all work missed including classwork, quizzes, tests, and projects – **to be determined by the principal.**
7. Grades 9-12 - Students **will** be given zeros for all work missed including classwork, quizzes, tests, and projects. **Credit may be denied for excessive unexcused absences as determined by the principal.**

### Excused Absences

1. When excused absences become excessive, the attendance officer may be requested to do a home visit to verify the absences.
2. When a student has accumulated 9 days of parental/guardian excused absences, the parent will be notified of absences by the attendance clerk and/or principal. The principal and or designee will contact the parents/guardians regarding the absences or may send the attendance officer to verify the reasons for the absences.

3. When a student surpasses **9** parents/guardians excused absences, a doctor's note will be required for the absence or the absence will be recorded as Unexcused. Principals have discretionary authority to excuse such unexcused absences.
4. In case of prolonged absence due to illness, the parent or guardian should seek assistance from the Homebound Program or make other reasonable arrangements with the principal of the school.
5. Parents will be contacted daily for attendance.
6. In cases of extended illness or hospitalization, the parent should keep the principal posted regarding the student's attendance.
7. A student will have 5 days to make up work missed due to excused absences. After 5 days, if the student has not completed work missed, zeros will be given to the student.

### **Quarter Exams (Grades 9-12 only) Incentive for Good Attendance/Good Behavior**

Each school will provide Incentives based on attendance, good behavior and credentialing.

Quarter exams will be taken by students in grades 9-12 only. Students with **unexcused** absences **WILL NOT** be exempt from quarter exams. Students with **10 or more unexcused tardies** for the quarter **WILL NOT** be exempt from quarter exams. Students with 2 or more office referrals resulting in OCS and/or out of school suspension will not be exempt from quarter exams.

### **Religious Holidays**

1. In an effort to avoid discrimination toward any religion, Escambia County Board of Education allows principals to use their discretion in permitting an excused absence based upon the parent's assurance of a bona fide, declared religious holiday regularly observed by his religion on that date.
2. Again, regular attendance is essential to quality education, and Escambia County Board of Education promotes all students being in attendance when they are physically able to attend.

### **Unexcused Absences - Truancy**

A parent, guardian, or other person having charge of any child officially enrolled in Alabama public schools (K-12) will explain in writing the cause of any and every absence of the child no later than 3 days following return to school. A failure to furnish such an explanation will be evidence of the child being truant each day he is absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused based upon the State Department of Education's current School Attendance Manual. Seven unexcused absences within a school year constitute a student being truant for the purpose of filing complaint/petition with the court.

#### **First Truancy/Unexcused Absence (Warning)**

1. Parents/guardians will be notified by the school principal or his/her designee that the student was truant and the date of the truancy.
2. Parents/guardians will be reminded of Alabama's Compulsory school attendance laws found in the introduction of this document.

#### **Second Unexcused/Truancy Absence**

1. Parent Notification - The principal's designee from the local school will notify the student's parents/guardians of the second unexcused absence.

#### **Fourth Unexcused/Truancy Absence**

1. The parents, guardians, or person having control of the child shall (1) attend a conference with the attendance officer and principal or his/her designee.
2. Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.

3. Failure to appear at the school conference and/or appear at the early warning program shall result in the filing of a complaint/petition against the parent under Code of Alabama (1975), 16-28-12(c) (failure to cooperate), or a truancy against the child, whichever is appropriate.

#### **Seventh Unexcused/Truancy Absence, but within 10 School Days (Court)**

1. If appropriate, file a complaint/petition against the child and/or parents/guardians.

**Note: Students in grades K-8 MAY be given zeros for work missed. Students in grades 9-12 WILL be given zeros for work missed. The final determination will be made by the school principal.**

### **TARDY POLICY FOR SCHOOL AND CLASS**

A parent/guardian must come into the school's office to sign in the student. This is for the safety of your child.

#### **Grades K-4: LATE TO SCHOOL AND TARDY TO CLASS**

1. Noting that tardiness of an elementary-age child is usually due to the parent, penalties for the child should be minimal.
2. Each tardy should be documented.
3. Parent contact should be made after the third incidence.
4. Excessive tardiness (determined by the principal) should be referred to the Attendance Office for follow-up to determine if and/or when the parent would be required to attend an early warning session.
5. Possible charges may be filed against parents of K-5 students who are habitually late.

#### **Grades-5-12: LATE TO SCHOOL OR TARDY TO CLASS**

##### **1<sup>st</sup> Occurrence - Warning**

1. 2<sup>nd</sup> Occurrence - Two days break detention and Parent Notification
2. 3<sup>rd</sup> Occurrence - One day after school detention or early morning detention and parent written notification
3. 4<sup>th</sup> Occurrence - Two days of after school detention or early morning detention or 1 day Saturday School (if available)
4. 5<sup>th</sup> Occurrence - Three days after school detention or early morning detention, or 2 days Saturday School (if available)
5. 6<sup>th</sup> Occurrence and all after – The student will be assigned one (1) day of OCS for each instance.

Students in grades K-12 who miss a class due to **unexcused tardies or check-outs** may be subject to school based disciplinary action as designated by the school principal with no consequence to grades.

The Alabama Compulsory Attendance Truancy Laws does not address Tardiness or Late to School offenses. However, parents and families are strongly encouraged to support the local school on tardiness and late for school rules.

#### **Administrative Search of Students Policy**

The standard for an administrative search is reasonable cause. In *New Jersey v. T.L.O. (1985)*, the U.S. Supreme Court held that public school students have privacy rights but administrators needed only reasonable cause in student searches. The *T.L.O.* court held that the fourth amendment applies to searches by school authorities. It is held that "what is reasonable depends on the context within which a search takes place," (*T.L.O.*, p. 741) and that a search of a student by a school official or teacher will be "justified at its inception" when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating the law or the rules of the school (*T.L.O.*, p. 744). The Court held that this standard of reasonableness "will mean school

officials will not have to school themselves in the niceties of probable cause.” Also the Court declared, “The reasonableness standard should ensure that the interests of students will be invaded no more than necessary to achieve the legitimate end of preserving order in the schools (*T.L.O.*, p. 744). **“Reasonable suspicion” means more than a hunch that you’re up to something unlawful or are about to break a school rule. Based on a totality of the circumstances, time, place, and activity, your school record, age, and source of information-the search may pass the reasonable suspicion test.**

Student search cases:

1. A student athlete has a lesser expectation of privacy than other students.
2. There is a difference between the search of students and the search of school lockers. *In re: Patrick Y (200)* held that school lockers are school property, and the school officers can search lockers with no reasonable suspicion required. The administrative search of a student requires reasonable cause.
3. Cell Phone/Electronic Devices Containing Inappropriate Content – The principal/designee may confiscate a student’s cell phone/electronic device and search its contents including but not limited, phone usage, texting, and images/videos when a reasonable suspicion exists that the student possesses a prohibited or illegally possessed item. This is a violation of the District’s Internet Acceptable Use Policy. The search will be conducted with an adult witness present and in a discreet manner out of view of other students. Such search is not subject to prior parent/guardian notification. 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 school authority. If such content is found, it will be categorized as a Class C Offense and handled accordingly. If the content found contains, or appears to contain obscene matter containing a visual depiction of a person under the age of 17 years, notification will be made to the appropriate law enforcement agency. The original device will be surrendered to law enforcement. Found inappropriate content will not be duplicated, copied, saved, or transmitted to any other device under any circumstances or for any reason. This is a crime under the Alabama Law (Ala Code 13-A-191).

## **DISCIPLINARY ACTIONS AND PROCEDURES**

The authority of school officials to control student conduct off school grounds and outside school hours is well settled in the law. Where students are engaged in a school-sponsored activity, the authority of the school officials is the same as if the activity took place on school property.

Act 94-784 – The school principal shall notify appropriate law enforcement officials when a person violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within 5 school days.

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

When formal disciplinary action is required, the principal will contact the parents or guardian by telephone or written letter.

Any student under the age of 18 accused of committing a felony and arrested by law enforcement will be placed in an alternative school setting for an indefinite period of time; or, the student may be recommended for expulsion.



Any student 18 years or older who commits a felony on school grounds, and/or school property, or at a school sponsored event will be recommended for long term suspension or expulsion.

Any student who is of compulsory school age charged with committing a felony, on or off campus, will be placed in an alternative placement for 1 calendar year and/or may be recommended for expulsion.

Students arrested by law enforcement and charged with a misdemeanor may be expelled and/or placed in the Compass or Alternative School.

Disciplinary action will result when

1. Students are involved in activities which interfere with or threaten the orderly functioning of school activities including classroom, extracurricular and athletic activities
2. Students violate written school rules or Board of Education regulations
3. Students violate any city ordinance or state or federal law while under school jurisdiction


The list of formal disciplinary actions is designed for the use of administrators, and in no way is intended to limit or diminish the authority and responsibility of teachers in dealing with routine discipline problems.

Note: All school personnel must follow corporal punishment procedure. Not all forms of disciplinary actions are available at all schools. Formal disciplinary actions will be documented in writing. This will include a synopsis of the offense committed, persons involved, and signed and dated statements by persons involved in the incident.

**TAYLOR'S LAW**- Parents and students should be advised that the Alabama Taylor's Law targets teen drivers who received or are about to receive an Alabama driver's license or learner's permit. The law uses a point system to grade student's school discipline performance and if the student does not earn enough points, they may not be issued with a driver's license. Students who already hold a license and whose discipline performance falls beneath the accepted level can/will have their license revoked. The DMV links to the School Information System. This process is monitored and administered by the state of Alabama and not the Escambia County Board of Education. It is not the responsibility of the Escambia County School System or its employees to monitor your child's point total.

**Major Offenses (C, D, and E) are cumulative and will be taken into consideration when determining disciplinary dispositions.**

**Students that have been identified as having a disability or are suspected of having a disability have special protection under the Individuals with Disabilities Act (IDEA).**

To see more about special education rights, click on the link to the right or use the QR code.	<a href="#"><u>Special Education Rights</u></a>	
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## METHODS OF DISCIPLINARY ACTION THAT MAY BE USED BY SCHOOL OFFICIALS

### Alternative Placement/Compass School

An alternative to expulsion, students may be assigned to the alternative school for major infractions, chronic discipline problems or disruptive behavior. Placement is based on a review of documentation presented by the principal. Placement in the Alternative School is normally limited to two placements per year followed by recommendation for Compass School (if Compass School criteria are met) and/or expulsion.

Any student returning from an alternative placement program (ex. Pathways, Boot Camp, Hit Program, etc.) will be referred to a disciplinary committee to determine placement upon re-entry into the regular school program.

**If a student is in Alternative/Compass School during the time of graduation, the student will be prohibited from participating in activities relating to the graduation ceremonies. Seniors who are released from Alternative School by the disciplinary committee for cooperative behavior may be considered by the school principal for participation in the graduation ceremony (awarding of diploma). Students in Alternative/Compass School are not allowed on any school campus and are not allowed to participate in school activities. This includes athletic events, practices, prom, dances, or any other school-sponsored activity.** If a parent/guardian recommends Alternative School for their child, the student must meet the criteria for placement and stay the minimum of 15 days. Under no circumstances will the student be allowed to return to his/her school until the 15 days are satisfactorily completed. When the Alternative school has full enrollment, students may be alternatively placed in virtual school for the term of placement or for the remainder of semester.

### Corporal Punishment Procedures

This involves acceptable physical contact by an **administrator** necessary to maintain discipline and/or to enforce school rules.

#### **Procedure:**

Students shall be advised why corporal punishment is being administered and be provided the opportunity to present their side of the story prior to the administration of such punishment.

1. Parents will be notified.
2. All corporal punishment incidents will require written documentation reports.
3. Punishment shall be administered by an **administrator** with a witness present.
4. Corporal punishment will not be carried out in the presence of other students.
5. Corporal punishment will be used for actions of misconduct and not for academic reasons.
6. A standard paddle will be used (no rulers, belts, large boards, etc.). Paddles are not to be carried around and used as a constant threat. A student may be struck only on the seat, not the palm of the hand, back, leg, or any other part of the body. Consideration should be given to the size of the student. Acceptable force will be administered.
7. A parent or guardian may make a written request that a student be exempted from corporal punishment and that an alternative punishment be used as approved by the administration. This request must be made prior to an incident that would warrant corporal punishment.

### Detention (before/after school)

Students may be assigned to a designated room on campus, at the end of the regular school day, for a specified period of time that will not exceed one hour. Parents will be responsible for transportation. Every effort will be made to contact parents prior to detention time so transportation arrangements can be made.

### **Detention (informal in-school detention)**

Students may be assigned to a designated room on campus at specified times during the regular school day (preschool time, break, recess, free time, after lunch, etc.) for a specified period of time, under the supervision of a staff member.

### **Saturday School**


Saturday School may be used as a form of discipline or consequence if the local school has the available staff and funding to support this option.

### **Disciplinary Probation**

A student may be placed on disciplinary probation for a specified period of time, when other methods of discipline have proven ineffective. Following probation, a student may face suspension or expulsion.

### **Expulsion**

This disciplinary action is the removal of the right and obligation of a student to attend public school under conditions set by the school board for a period of time not to exceed the remainder of the school year and 1 calendar year of attendance. If a student withdraws from school to avoid the possibility of expulsion and decides to re-enroll within one calendar year from the date of the offense, the school system will proceed with the appropriate disciplinary action.

To see a copy of school board policy 4.2.1 and 6.1.2 concerning expulsion, click on the link to the right or use the QR code.	<a href="#"><b><u>SB Policy 4.2.1 and 6.1.2 (f)</u></b></a>	
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### **School Bus Suspension**

Students may be denied the privilege of riding a school bus because of misconduct occurring while the student is being transported at public expense.

### **Suspension (OCS-Out of School/ ISS- In School)**

This may be used as an alternative to out-of-school suspension and may be used at the discretion of the principal. A student suspended to OCS will attend school but will be isolated during the school day from peers and will be under the supervision of a staff member who will enforce on campus suspended procedures. The student will be required to complete regular, teacher-provided assignments during this time.

### **Suspension – Out of School**

Suspension is the removal of student(s) from their regular school program that will not exceed 10 school days per incident.

**Students suspended are prohibited from participating and/or attending athletic or other extracurricular activities during their suspension. This includes any after school athletic or extracurricular activities on the final day of suspension.**

All suspension days will be **EXCUSED** absences. A student will have 5 days to make up work missed due to absences. After 5 days, if the student has not completed missed work and/or tests, a grade of zero will be given for the missed assignments.

## **Suspension Procedures (Out of School)**

### **All Suspensions**

1. Attempts will be made to notify the parent, guardian, or person having control or custody of the child orally or in writing of the suspension on the day of the infraction. Written notice shall be provided to the parent/guardian in person or sent by U.S. mail within 3 school days of the infraction.
2. The Superintendent of Education will be notified of the suspension.
3. The system attendance administrator will be notified of the suspension.
4. The district attorney will be notified of the suspension and provided information relative to this and previous suspensions. If warranted, charges will be filed.

The parent, guardian, or person having control or custody of the child may be required to attend a school conference with the school principal or his/her designee and school counselor before the child may return to school. During the conference, the parent, guardian, or persons having control or custody of the child will be again notified of the law and resources available. If a conference is required, it will be scheduled to take place within 10 school days of the oral or written notice of suspension.

## **DRESS CODE POLICY (Students)**

### **Statement of Policy**

Beginning with the 1999-2000 school year, the Escambia County School System implemented a mandatory uniform policy. The term "school" used throughout this policy means all elementary, middle and high schools.

### **Commencement of Uniform Policy**

The mandatory uniform policy became effective on August 20, 1999. As a result, all students attending Escambia County Schools or entering Escambia County Schools will wear the designated school system attire based on parameters approved by the board.

### **Compliance Measures**

Disciplinary action will be taken to enforce compliance with policy. Students who do not comply with this policy will be denied admission until such time as they are in compliance.

Reasonable accommodations should be made for religious beliefs if such accommodations would not unduly interfere with the effective functioning of the schoolroom. The Assistant Superintendent will make decisions on an individual basis concerning students who may need other reasonable accommodations (i.e. pregnancy). Compliance with this policy may be achieved consistently with requirements that apply to students with disabilities as long as discipline of such students is determined on a case-by-case basis in accordance with IDEA and Section 504 guidelines or regulations.

<b>Girls</b>	
<b>Shirts:</b>	<ul style="list-style-type: none"> <li>-Short or long-sleeved collared shirts or blouses that are white, gray, or school color (see code of conduct for school colors)</li> <li>-Spirit Shirt that is approved by the school principal. (Spirit days are designated by each school principal)</li> </ul>
<b>Standard Uniform</b> Khaki/tan skirt Khaki/tan jumper Khaki/tan skort *No more than 2 inches above the knee	<ul style="list-style-type: none"> <li>-slacks, shorts, or capri pants that are khaki/tan in color and worn at waist</li> <li>-brown or black belt (optional)</li> </ul>
Girls are advised to wear shorts under a jumper or skirt	

<b>Boys</b>	
<b>Shirts:</b>	<ul style="list-style-type: none"> <li>-Short or long-sleeved collared shirts that are white, gray, or school color (see code of conduct for school colors)</li> <li>--Spirit Shirt that is approved by the school principal. (Spirit days are designated by each school principal)</li> </ul>
<b>Standard Uniform Pants</b>	
<ul style="list-style-type: none"> <li>-Khaki/tan slacks (pleated or non-pleated) and Khaki/tan shorts no shorter than two inches above the knee. Must be worn at waist.</li> <li>-solid black or brown belt is optional</li> </ul>	

<b>Girls and Boys</b>	
<ul style="list-style-type: none"> <li>• Khaki slacks (pleated or non-pleated full-length)</li> <li>• Khaki shorts (not more than 2 inches above the knee front and backside)</li> <li>• Undershirts (short or long-sleeve) worn under uniform shirt must be white, school color see code of conduct for school colors) or a combination of them.</li> <li>• If belt is worn it must be solid black or brown</li> <li>• All shirts are expected to be tucked in.</li> <li>• Outerwear must be a school color or a combination of school colors.</li> </ul>	<ul style="list-style-type: none"> <li>• Outerwear- School color(s) sweater, sweatshirt, windbreaker, or fleece must be combined with uniform shirts listed above.</li> <li>• An optional sport coat may be worn to celebrate special occasions</li> <li>• Turtle necks may be worn in school colors (listed in the code of conduct).</li> <li>• No logos larger than a quarter on any clothing</li> </ul>
<b>Shoes</b>	<ul style="list-style-type: none"> <li>-Tennis Shoes and fully enclosed shoes (toe and heel)</li> <li>-Boots for grades 9-12 (exceptions can be made by the principal for 7<sup>th</sup>/8<sup>th</sup> for career tech if needed) only if they fit between ankle and knee. Pants may not be tucked into boots or shoes for both boys and girls.</li> <li>-When necessary, footwear may conform to special class requirements as approved by the principal.</li> <li>-Laces must be tied, and laces and shoes must be of the same color.</li> </ul>
<b>Socks</b>	<ul style="list-style-type: none"> <li>-White or school color (see code of conduct)</li> <li>-Must be worn with shoes</li> </ul>
<b>Prohibited items- (please see code of conduct under "General Information" for more information.</b>	
<ul style="list-style-type: none"> <li>• Corduroy or jean/denim fabric</li> <li>• Cargo (extra pockets) pants</li> <li>• Oversized or bell-bottom pants</li> <li>• Rubber bands on pant legs</li> <li>• Oversize or extremely tight clothes</li> <li>• parts of costumes</li> </ul>	<ul style="list-style-type: none"> <li>• Carpenter/Lowrider/hip hugger/bell bottom pants</li> <li>• Spandex, Jeggings, Tights</li> <li>• Hoop earrings, chokers</li> <li>• Slides, Bubble Slides, Crocs, Heelys, shoes with lights or wheels, slippers</li> <li>• Clothes with cuts/slits/holes</li> </ul>
<ul style="list-style-type: none"> <li>• No clothing tied at the waist, neck, or body</li> <li>• Earrings larger than an inch in width/length</li> <li>• Unhemmed clothing</li> <li>• No light or white pants</li> </ul>	

School colors are as follows:

- Escambia County High School: Royal Blue and White, Gray
- Escambia County Middle School: Green and White, Gray, and Gold
- Flomaton Elementary School: Green and White, Gray
- Flomaton High School: Green and White, Gray
- Huxford Elementary School: Navy Blue and White, Gray
- Pollard-McCall School – Red and White, Gray
- Rachel Patterson Elementary – Red and White, Gray
- W. S. Neal Elementary School – Royal Blue, White, Gray and Gold
- W. S. Neal Middle School – Royal Blue, White, Gray and Gold
- W. S. Neal High School – Royal Blue, White, Gray, and Gold

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

Light or white colored pants, oversize clothing, extremely tight-fitting clothes, cargo pants with large pockets, costume parts, carpenter pants, hip huggers or low riders, rubber band on pant legs, bell bottom 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. Students may not wear earrings larger than an inch in length or width.

#### **Information Dissemination**

A. It is the responsibility of district and school support staff to adequately communicate to parents information common to all school sites, including general guidelines for enforcement of the uniform policy.

B. Each school shall communicate to parents' information specific to the individual school sites, including:

- a. types and colors of uniforms
- b. requirements for jackets/outer garments
- c. if applicable, optional attire
- d. compliance measures to be employed

#### **Student Uniform General Information**

1. All clothing must be properly fitted. Sagging pants and excessively tight clothing are prohibited and will not be tolerated.
2. No excessive jewelry to create distractions: including tongue rings, nose rings, eyebrow rings, lip studs, nose studs, ear weights, unusually large necklaces.
3. No heavy chains, spiked armbands, spiked necklaces, spiked belts, etc.
4. Nothing will be allowed to hang from pockets of pants including but not limited to key chains, towels, etc.
5. No parts of costumes may be worn in addition to the regular school uniform unless approved by the principal on designated out-of-uniform or dress-up days.
6. No hoods can be covering the head while indoors in any setting during the instructional day. No caps, hats, bandanas, head coverings, ear muffs, are to be worn at any time in the school building. Heads must remain uncovered in any building. **Principal discretion may be used for students honoring bona fide religious customs or out of uniform days for special occasions.**
7. No sunglasses are to be worn at any time in the school building.
8. Combs and picks are not to be worn in the hair.
9. No rolling book bags unless designated by principal in regard to injury or health concern.
10. 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.

11. The Superintendent reserves the right to make a decision on any particular school uniform issue based on specific situations in order to ensure student safety.
12. All extra-curricular events not falling under AHSAA guidelines fall under direct authority of the Escambia County Board of Education and therefore are subject to the adopted code of conduct with general exceptions to dress code made in writing prior to the event by the superintendent or principal as it relates to the event. (example prom, homecoming, etc)

## Electronic Device Policy and Guidelines

### Escambia County School Board Policy

#### *6.21 Electronic Communication Devices*

*Personal, wireless communication devices include, but are not limited to cellular telephones, pocket pagers, email devices, “walkie talkies,” or any other personal, wireless communication device. The use of personal, wireless communication devices by students is prohibited in all instructional settings, except when expressly permitted by the supervising teacher or administrator. The Board assumes no responsibility for theft, loss, or damage to any personal, wireless communication device. Principals or their designees have the authority to restrict and deny the use of personal, wireless communication devices by any student to prevent the misuse, abuse, or violation of school rules regarding the use of such devices. School officials may read, examine, or inspect the contents of any such device upon reasonable suspicion that the device contains evidence of a violation of Board policy, the Code of Student Conduct, or other rules.*

*[Reference: ALA. CODE §16-1-27 (1975)]*

### Administrative Guidelines

The use of **personal** electronic devices (including, but not limited to, cell phones, smartwatches, cameras, iPods, iPads, e-readers, laptops, electronic notebooks and tablets, earbuds, mp3 players, and game systems) is prohibited during the instructional day. Exceptions may be made for devices used to monitor individual health issues. This exception must be approved by the principal and nurse.

*\*For schools using Yondr Cell Phone Pouches, please refer to the Yondr Cell Phone Pouch discipline guidelines for administrative and discipline guidelines.*

### Administrative Disciplinary Action (for schools not using Yondr Pouches)

**CELL PHONES or other electronic communication devices are prohibited on campus during the instructional day. Any refusal to turn over the device to teacher/administrator will result in a defiance referral in addition to the electronic device offense.**

1. **First Offense:** Student will be asked by the teacher/administrator to hand over the device until the end of the day. Device will be returned to student before leaving campus and student will receive a warning documented into Bloom/Powerschools. A message to parent/guardian by phone or other electronic means should also be communicated.
2. **Second Offense:** Student will be asked by the teacher/administrator to hand over the device. Student will be placed in 1 day OCS/ISS and the parent/guardian must be contacted to come in person to retrieve the electronic device.
3. **Third Offense:** 2 days OCS/ISS or 1 day Saturday School (if applicable) and the parent/guardian must come in person to retrieve the electronic device.
4. **Fourth Offense:** 1 day of Out-Of-School Suspension and the parent/guardian must come in person to retrieve the electronic device.

5. **Fifth Offense**- 3 days Out-Of-School suspension and parent/guardian must come in person to retrieve the device.
6. **6th Offense**- referral for 15 day placement in Alternative School and parent/guardian must come in person to retrieve the device.
7. **7th Offense**- referral for 45 day placement in Alternative School and parent/guardian must come in person to retrieve the device.
8. **8th Offense**- Expulsion for remainder of school year or 90 days (whichever is longer)

\*Once a device is taken by administrators, the device **MUST** be given to the parent/guardian. The guardian may not grant the administrator to give the device back to the student on the second or subsequent offense.

\*Once a student receives a second offense and beyond, they are subject for search at any time by the administrator if suspected of possibly having a cell phone in their possession.

\*The school is **NOT** responsible for the loss, theft, damage, etc., of electronic devices brought on campus or held by school administrators until parent pickup.

For additional information regarding the use of electronic devices on campus, please contact your school's administrative staff.

## **Yondr Cell Phone Pouch Policy (for participating schools only)**

### **Purpose**

*To establish the basic structure for the use of electronic devices owned by students in schools where the Yondr Pouches are in use..*

### **Policy**

*This policy is intended to ensure that personal electronic devices on district and school property do not interfere with the learning, safety, and well-being of students and staff.*

For the purposes of this policy, a personal cellular device is any device that emits an audible signal, vibrates, displays any message or video image, or is otherwise capable of sending, receiving, emitting, photographing, recording, storing or displaying any type of audio or visual communication, files, or data. This includes, but is not limited to, cellular phones, smart phones, camera phones. All other Electronic personal devices fall under the Escambia County Electronic Communication Device Policy.

**There is no reason that a student should need a cell phone during the regular school day.** In any instance requiring emergency communication with a student, our school will immediately assist the student, a parent, or other responsible adult with that situation by using a school telephone.

\*This policy does not apply to *school-issued* PC/laptop computers or chrome books.

Students may possess or use personal electronic devices on school property or school-sponsored events during the instructional day according to the following guidelines ONLY:

- **Before school until the beginning of the school day (before entering building to start the day)**
- **After school as signaled by the bell upon exiting the building and releasing the pouches (this procedure may differ depending on the school).**
- **Administrative approval (instances may occur where administration will unlock pouches for students to call home such as severe weather, unplanned early release, etc.).**

Cell phones are not to be outside of the Yondr pouch on campus during the school day. This policy will be enforced through the utilization of locking cell phone pouches. These pouches will be issued to each student at the beginning of the school year. When a student arrives at school each day, he/she will enter the property via designated entry points. A Yondr pouch check will be at each of these entry points. When approaching the checkpoint, each student should be holding his/her cell phone in one hand **(turned off or in Airplane Mode)** and his/her Yondr pouch in the other hand. As he/she passes through the check points, he/she will place the phone into the pouch and snap the pouch closed. This process takes about 1 ½ seconds per student. Once locked, the student will be unable to open the pouch without a special unlocking mechanism. These unlocking mechanisms will be placed in the designated exit points at the end of the school day so that students can access their devices as they leave campus.

If a student is found in violation of the Yondr Cell Phone Pouch Policy, the teacher will immediately contact administration. The student will receive a discipline referral for Defiance of Yondr Cell Phone Pouch Policy. These consequences are listed below. Any intentional damages to or loss of the Yondr pouch will incur a charge of \$20 to the student's school fees. Students will be unable to graduate until all school fees are paid. Administration reserves the right to conduct Pouch Searches at any point during the



day or school year. This process involves the administration entering a classroom or area of the school and asking the students to take out the Yondr Pouches and then opening the pouches to see if students' phones are secured inside. They may ask the students to take out the phones or they may take the phones out themselves. They may also ask the students to show that their phones are silenced or in airplane mode.

***Forgotten Pouches:***

Any student who is found to not be in possession of a pouch when entering through the checkpoints will be sent to the office to sign in as not having a pouch. If that student is in possession of a cellular device, that device will be locked in the front office and returned to the student at the end of the day. On the third sign in, a phone call will be made to a parent or guardian as a warning. On the fourth sign in, the student will receive a discipline referral for Defiance of Yondr Cell Phone Pouch Policy and be assigned the appropriate consequence. In addition, a charge of \$20 will be added to the student's school fees to replace the pouch. These sign in logs will be maintained until the end of each semester.

**Student Defiance of Yondr Cell Phone Pouch Policy**

**Defiance of the Yondr Cell Phone Pouch Policy – in possession of a cellular device outside of the locked Yondr pouch or intentional damage to pouch.**

- The student's device will be confiscated by administration and locked in the front office until a parent or guardian is able to take possession of it as well as the consequences below.
- Intentional damage to or loss of the Yondr pouch will incur a \$20 student fee that must be paid prior to graduation in addition to the consequences below.
- Willful intent to not comply with the requests by administration in any way will result in a defiance referral as well as the Yondr Pouch referral.

**Yondr Cell Phone Pouch Discipline**

1st offense – In-school suspension-1 day

2nd offense – In-school suspension-2 days or 1 day Saturday School

3rd offense – Out of School Suspension- 1 day

4<sup>th</sup> offense – Out of School Suspension- 3 days

5<sup>th</sup> offense – Out of School Suspension- 5 days

6th and subsequent offenses- Referral to Alternative School for 15 day placement.

## **Safety and Security**

The use of a **personal** electronic device(s) to bypass the schools internet content filtering, firewall and any other internet safety protocols implemented can result in disciplinary action.

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 Principal, Assistant Principal, or Supervisor. If such content is found, it will be categorized as a Class C Offense and handled accordingly. See Administrative Search of Students policy – Cell phone/electronic devices found on the next page. Any improper use of videos, cameras, phones and recording devices to record fights, school-related incidents or activities to include school buses is PROHIBITED and students will receive additional discipline for doing such in addition to possessing the device.

## **Alabama State Department of Education Policy Regarding Testing**

Use of a digital device during the administration of secure test procedures:

The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a student is observed in possession of a digital device during the administration of a secure test, the device will be confiscated and subject to electronic device possession discipline.

1. If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing and the student's test will be invalidated and appropriate Administrative Disciplinary Action will be enforced.

## **STUDENT MISCONDUCT – DISCIPLINE (Group Offenses)**

Each classroom teacher will deal with general classroom disruption by taking in-class disciplinary action, by making a personal call to the parents/guardians when feasible, and/or by scheduling conferences with the parent (s), guardian (s), the student, and other school staff. Consequences for the following offenses will be determined by the severity of the offense, the circumstances, the student's age, and the student's past disciplinary record.

**Progressive School Level Dispositions for Infractions resulting in an office referral include, but are not limited to the following:**

1. Administrator/Student conference
2. Notify parents/guardians
3. Conference with administrator, parents/guardians, and student
4. Detention- (Before, During, or After School)
5. Saturday School
6. On Campus Suspension (OCS)
7. Short term suspension – 1 to 9 days
8. Alternative Placement and/or Compass Placement
9. Expulsion

## **Group A – Minor Offense**

Disruptive behaviors include those offenses which disrupt the orderly educational process in the classroom or anywhere else where the school has authority over students. Teachers must attempt to resolve **Group A** behaviors when it is appropriate before referral to the administrator for official disciplinary action. When action taken by the teacher is ineffective, or the disruption is severe, the student should be referred to the office.

1. Non-conformity to dress code
2. Public display of affection is inappropriate and unacceptable on the school campus
3. Littering of school property
4. Failure to follow instructions
5. Intentionally providing false information to school personnel
6. Intentionally providing false information to parents, such as the changing of grades
7. Minor misbehavior on the bus (examples but not limited to: out of seat, yelling, eating/drinking, throwing objects).
8. Minor acts of disobedience
9. Non-participation in class; no books, materials, etc.
10. Infractions that are minor in nature and disrupt the orderly educational process
11. Any minor act of physical aggression
12. Possession of a cigarette lighter, matches, etc.
13. Minor safety violations- examples include but are not limited to: not using safety glasses, not in proper uniform for career tech, wasting materials/ supplies, any other violation which an administrator deems minor.
14. Cheating
15. Skipping class / tardies to school or class
16. Any other violation which the principal or his designee may determine to be minor
17. Cell Phone Offense - see electronic communication device policy or Yondr Pouch Policy for progressive discipline.

**NOTE:** Teachers must attempt to resolve Group A behaviors before referral to the administrator for official disciplinary action. Only when action taken by the teacher is ineffective, or the disruption is severe, should the student be referred to the office.

### **Classroom Interventions and Responses include:**

1. Teacher verbally correcting a student's misbehavior
2. Teacher contacting parent/guardian by phone, email, or text message
3. Student drafting a written apology for his/her behavior
4. Conducting a conference between the teacher, student, and parent/guardian
5. Changes to a student's schedule or class
6. Student being referred to the Problem-Solving Team
7. Any other intervention which at the discretion of the teacher may be deemed reasonable after consideration of extenuating circumstances.
8. Teacher referring student to a school administrator

## Group A

### Administrative Disciplinary Actions

*Group A offenses are cumulative by group for each academic year. The words "2<sup>nd</sup> offense and Subsequent Offenses" refer to and include all second and subsequent violations of any Group A offense within a school year. **Suspensions may include school and/or bus suspension***

<b>Disposition 1<sup>st</sup> Offense</b>	<b>Disposition 2<sup>nd</sup> and Subsequent Offenses</b>
<b><u>Grades K-12</u></b>	<b><u>Grades K-12</u></b>
<ul style="list-style-type: none"> <li>• Notify parents/guardians</li> <li>• Conference with administrator, parents/guardians, and student</li> <li>• Progressive School Level Dispositions leading up to Out of School Suspension</li> </ul> <p style="text-align: center;"><b>UP TO</b></p> <ul style="list-style-type: none"> <li>• 3 days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Notify parents/guardians</li> <li>• Conference with administrator, parents/guardians, and student</li> <li>• Progressive School Level Dispositions leading up to Out of School Suspension</li> </ul> <p style="text-align: center;"><b>UP TO</b></p> <ul style="list-style-type: none"> <li>• 5 days Suspension</li> </ul>

**Repeated A offenses may result in On Campus Suspension (OCS) or Out of School Suspension of up to 10 school days.**

## **Group B - Intermediate Offenses**

**These acts of misconduct include those student behaviors that seriously disrupt the orderly educational process, in the classroom, on the bus or other areas of school jurisdiction, such as the following:**

1. Use of profane or obscene gestures or language including racial or other inflammatory remarks
2. Disruption on a school bus
3. Defiance of authority of school personnel – verbal or nonverbal refusal to comply with a lawful and reasonable direction or order
4. Fighting
5. Gambling
6. Vandalism – the deliberate action resulting in damages of less than \$200 to public or personal property. Students/parents are responsible for payment for damages to school property as a result of vandalism.
7. Stealing, larceny, or petty theft – the deliberate taking of property valued at less than \$100 belonging to or in the lawful possession of another
8. Possession of stolen property with the knowledge that it is stolen
9. Skipping school
10. Act of willful disobedience
11. Cell Phone Offense- see electronic communication device policy or Yondr Pouch Policy for progressive discipline.
12. Use of the Internet for other than approved academic reasons
13. Excessive Office Referrals
14. Using any audio/video device to record anything without prior permission from administration
15. Acts of physical aggression
16. Major safety violations- any violation that puts the safety of the student or another student in harm's way- examples include but are not limited to: improper use of tools or chemicals, not following safety guidelines, any other major safety violation deemed major by the administrator.
17. Intermediate bus infractions (examples but not limited to: throwing objects at driver, disrespectful language toward driver, making mess on bus. )
18. Possession of bullets or ammunition (principal discretion).
19. On-going Group A offenses
20. Any other violation which the principal may determine to be intermediate
21. Vending for personal gain- Selling any item for profit that is not part of an approved school fundraiser.
22. Any item which is deemed a nuisance to the academic environment by a teacher, principal, administrator, or other employee.

## Group B Administrative Disciplinary Actions

*Group B offenses are cumulative by group, for each academic year. The words "2<sup>nd</sup> Offense and Subsequent Offenses" refer to and include all second and subsequent violations of any Group B offense within a school year.*

<b>Disposition 1<sup>st</sup> Offense</b>	<b>Disposition 2<sup>nd</sup> and Subsequent Offenses</b>	<b>Disposition 2<sup>nd</sup> and Subsequent Offenses</b>
<b><u>Grades K-12</u></b>	<b><u>Grades K-5</u></b>	<b><u>Grades 6-12</u></b>
<ul style="list-style-type: none"> <li>• Notify parents/guardians</li> <li>• Conference with administrator, parents/guardians, and student</li> <li>• 1 day OCS – (6-12)</li> </ul> <p style="text-align: center;"><b>UP TO</b></p> <ul style="list-style-type: none"> <li>• 3 days suspension (K-5)</li> <li>• 5 days suspension (6-12)</li> </ul>	<ul style="list-style-type: none"> <li>• Notify parents/guardians</li> <li>• Conference with administrator, parents/guardians, and student</li> </ul> <p style="text-align: center;"><b>UP TO</b></p> <ul style="list-style-type: none"> <li>• 3-5 days Suspension</li> <li>• Alternative Placement</li> </ul>	<ul style="list-style-type: none"> <li>• Notify parents/guardians</li> <li>• Conference with administrator, parents/guardians, and student</li> <li>• 5 days Suspension</li> </ul> <p style="text-align: center;"><b>UP TO</b></p> <ul style="list-style-type: none"> <li>• 10 days Suspension</li> <li>• Alternative Placement</li> </ul>

Students in Alternative School or Compass School will not be allowed on any school campus and cannot participate in school or school-sponsored activities. This includes athletic events, practices, school dances, graduation, prom, or any other extra-curricular school activities. ***Suspensions may include school and/or bus suspension.***

## **Group C - Major Offenses (Criminal Offenses)**

These acts of misconduct include those illegal student behaviors which most seriously disrupt the orderly educational process, in the classroom or other areas of school jurisdiction, and which may result in criminal prosecution.

1. **Assault** – intent to deliberately cause bodily harm or physical injury
2. **Threats, harassment, or intimidation** of a student or any school personnel (Act 94-794)
3. **Disorderly Conduct** – Acts that seriously disrupt the orderly educational process in any area of school jurisdiction
4. **Bullying** - defined as willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, to a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal (oral or written), electronically transmitted, psychological (e.g., emotional abuse), an attack on the property of another, or a combination of any of these. Some examples of bullying are:
  - 1) **Physical** - hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
  - 2) **Verbal** - taunting, malicious teasing, insulting, name calling, making threats.
  - 3) **Psychological** - spreading rumors, manipulating social relationships, coercion, extortion, or intimidation.
  - 4) **Cyber bullying** - using information and communication technologies such as email, cell phones, any websites and social media platforms including but not limited to: facebook, snapchat, twitter, youtube, instagram, pinterest, linkedin, whatsapp. Cyber bullying includes but is not limited to the use of text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to threaten or harm others, or which disrupts or interferes with the operation of a school or an individual student's ability to receive an education. (Escambia County Board Policy **6.25**; State of Alabama Act No. 2009-571)
5. **Unauthorized Internet and Network Tampering** – Altering, damaging, destroying, deleting, or introducing a computer contaminator or a virus to any computer system or network. Obtaining any information that is required by law to be kept confidential. Giving a password, identifying code, personal identification number or other information without consent.
6. **Electronic Device Containing Inappropriate Content** – Notification will be made to the appropriate law enforcement agency. This is a crime under the Alabama Law. (Ala. Code 13-A-192; Ala Code 13-A-191; Ala Code 13-A-12-197)
7. **Arson** – the willful and malicious burning of or attempting to burn public or private property
8. **Possession of combustible, flammable, toxic, and hazardous materials** such as petroleum products, etc.
9. **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, or putting fear in the same.

10. **Stealing, Larceny, or 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 (Act 94-819).
11. **Burglary of school property** – breaking, entering, or remaining in a structure or conveyance without justification during the hours the premises are closed to the public (Act 94-819).
12. **Criminal mischief** – willful and malicious injury or damages at or in excess of \$200 to public property, or to real or personal property of another (Act 94-819). Acts will be reported to law enforcement and the student/parent will be responsible for payment for replacing damaged property.
13. **School threats** – any such threatening communication directed at a school, student or school board employee which has the effect of interrupting the educational environment.
14. **Sexual acts** – acts of sexual nature including, but not limited to, assault, intercourse, attempted rape, or rape.
15. **Inciting or participating in major student disruptions** – 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.
16. **Unjustified activation of a fire alarm system**
17. **Extortion**
18. **Trespassing**
19. **Any student in the presence of any type drug/alcohol use or other criminal behavior**
20. **Any racial or gang related activity**
21. **Possession or distribution of bullets or ammunition with intent to cause fear (principal discretion)**
21. **Any other offense which the principal may determine to be major.**



**Group C**  
**Administrative Disciplinary Actions**

<b>Disposition</b> <b>1<sup>st</sup> Offense and</b> <b>Subsequent</b> <b>Offenses</b>
<b><u>Grades K-12</u></b>
<ul style="list-style-type: none"><li>• Notify parents/guardians</li><li>• Notify appropriate authorities</li><li>• Conference with administrator, parents/guardians, and student</li><li>• Up to 10 day suspension and/or Alternative Placement (if criteria are met)</li><li>• May include Expulsion up to 1 calendar year (Board Policy 4.2.1)</li></ul>

*Long term bus suspensions or loss of school bus privileges may be imposed.*

Students in Alternative School or Compass School will not be allowed on any school campus and cannot participate in school or school-sponsored activities. This includes athletic events, practices, school dances, graduation, prom, or any other extra-curricular school activities.

## **Group D – Substance Abuse Policy**

(Act 94-783) – A person who lawfully sells, furnishes, or gives a controlled substance to a minor may be liable for injury or damage or both suffered by a third person caused by or resulting from the use of the controlled substance by the minor, if the sale, furnishing, or giving of the controlled substance is the proximate cause of the injury or damage.

The Escambia County Board of Education believes that all children have the right to be in a school environment which promotes, enhances, strives to become, and maintains a drug-free student body and school system. The Board also believes that alcohol, drug addiction and dependency are diseases with chronic behavioral/medical problems that when left untreated can become life threatening.

The Escambia County Board of Education does not condone the presence of alcohol or drugs anywhere on the school campuses. As part of the Board's effort to protect the rights of non-using students, periodic drug-searches will be utilized throughout the county. These searches will be conducted in cooperation with the Escambia County Sheriffs and Police Departments.

Even though we cannot solve the entire problem of drug abuse/dependency, the Escambia County Board of Education believes we must take a stand and promote a "No Drug Use" message with our students and community. Therefore, the unlawful manufacture, distribution, dispensing, possession, or use of mood/mind altering substance is prohibited within the school system. The Board of Education fully acknowledges that in aspiring to these beliefs we are preserving our community's best interest and most viable natural resource: Our Children.

**Any student suspended or expelled for any drug/alcohol use will be ineligible to participate in all school-sponsored and extracurricular activities for a period of one calendar year. Due process will be followed.**

Because the School Board is committed to a humanitarian, constructive and supportive approach to help all students who exhibit alcohol and other drug abuse problems and to the families of such students, assistance shall include referrals to appropriate outside agencies as well as support from school system professional staff. If professional recommendations cannot be complied with due to financial hardships, community resources will be explored. Any treatment recommendation becomes the responsibility of the parents.

### **Alcoholic Beverages (i.e. beer, wine, distilled liquor, etc.)**

Possessing, selling, furnishing, distributing, transferring, obtaining, using, consuming, or admitting to any of the same, or in the presence of alcoholic beverages in any quantity.

## Administrative Disciplinary Actions

### Grades K-5

<b>Disposition 1<sup>st</sup> Offense</b>	<b>Disposition 2<sup>nd</sup> and Subsequent Offenses</b>
<ul style="list-style-type: none"> <li>● Notify parents/guardians</li> <li>● Notify appropriate authorities</li> <li>● Conference with administrator, parents/guardians, and student</li> <li>● Counseling</li> </ul> <p style="text-align: center;"><b>UP TO</b></p> <ul style="list-style-type: none"> <li>● <b>3 days Suspension</b></li> <li>● <b>Alternative Placement</b></li> </ul>	<ul style="list-style-type: none"> <li>● Notify parents/guardians</li> <li>● Notify appropriate authorities</li> <li>● Conference with administrator, parents/guardians, and student</li> <li>● Counseling</li> </ul> <p style="text-align: center;"><b>UP TO</b></p> <ul style="list-style-type: none"> <li>● <b>5 days Suspension</b></li> <li>● <b>Alternative Placement</b></li> </ul>

### Grades 6-12

Students in Alternative School or Compass School will not be allowed on any school campus and cannot participate in school or school-sponsored activities. This includes athletic events, practices, school dances, graduation, prom, or any other extra-curricular school activities.

<b>Disposition 1<sup>st</sup> Offense</b>	<b>Disposition 2<sup>nd</sup> and Subsequent Offenses</b>
<ul style="list-style-type: none"> <li>● Notify parents/guardians</li> <li>● Notify appropriate authorities</li> <li>● Conference with administrator, parents/guardians, and student</li> <li>● Up to 5 days out of school suspension <b>and</b> 1 semester Compass School (if criteria are met).</li> <li>● If criteria are not met for Compass School, then 45 day Alternative Placement</li> <li>● Completion of an Intervention program</li> </ul>	<ul style="list-style-type: none"> <li>● Notify parents/guardians</li> <li>● Notify appropriate authorities</li> <li>● Conference with administrator, parents/guardians, and student</li> <li>● Expulsion up to 1 calendar year (Board policy 4.2.3)</li> </ul>

## Intoxication - Under the Influence

The offender is under the influence when intoxicated through use of alcohol or drugs; is suffering delirium due to drinking alcohol, using drugs, inhaling fumes or vapors or inhaling or ingesting hallucinogens

### Administrative Disciplinary Actions

#### Grades K-5

<b>Disposition 1<sup>st</sup> Offense</b>	<b>Disposition 2<sup>nd</sup> and Subsequent Offenses</b>
<ul style="list-style-type: none"> <li>● Notify parents/guardians</li> <li>● Notify appropriate authorities</li> <li>● Conference with administrator, parents/guardians, and student</li> <li>● Counseling</li> <li>● Possible 3 day suspension</li> <li>● Alternative Placement</li> </ul>	<ul style="list-style-type: none"> <li>● Notify parents/guardians</li> <li>● Notify appropriate authorities</li> <li>● Conference with administrator, parents/guardians, and student</li> <li>● Counseling</li> <li>● Up to 5 day suspension</li> <li>● Alternative Placement</li> </ul>

#### Grades 6-12

<b>Disposition 1<sup>st</sup> Offense</b>	<b>Disposition 2<sup>nd</sup> and Subsequent Offenses</b>
<ul style="list-style-type: none"> <li>● Notify parents/guardians</li> <li>● Notify appropriate authorities</li> <li>● Conference with administrator, parents/guardians, and student</li> <li>● Up to 5 days out of school suspension <b>and</b> 1 semester Compass School</li> <li>● If criteria are not met for Compass School then 45 day Alternative Placement</li> <li>● Completion of -an Intervention Program</li> </ul>	<ul style="list-style-type: none"> <li>● Notify parents/guardians</li> <li>● Notify appropriate authorities</li> <li>● Conference with administrator, parents/guardians, and student to consider possible substance abuse treatment program.</li> <li>● Expulsion up to 1 calendar year (Board policy 4.2.3)</li> </ul>

Students in Alternative School or Compass School will not be allowed on any school campus and cannot participate in school or school-sponsored activities. This includes athletic events, practices, school dances, graduation, prom, or any other extra-curricular school activities.

## DRUGS

All legally prescribed medications, including over the counter medications must be submitted by the parent/guardian to the school office immediately upon the student's arrival to school. Based on regulations, all required forms relating to the medication(s) must be properly completed.

All authorized medications will be administered to students under the supervision of school officials.

Failure to properly submit legally prescribed and/or over the counter medication to the school office will result in disciplinary action determined by the school principal not to exceed 3 days suspension for the first offense.

**Any student suspended or expelled for any drug/alcohol use will be ineligible to participate in all extracurricular activities for a period of one calendar year. Due process will be followed.**

### Prescription Medication

Possessing prescription medication without a prescription, selling, furnishing, giving away, distributing transferring, obtaining, using, consuming, or admitting to any of the same, in any quantity of prescription drugs not covered under controlled substances will result in the following actions:

#### Administrative Disciplinary Actions

##### Grades K-5

<b>Disposition 1<sup>st</sup> Offense</b>	<b>Disposition 2<sup>nd</sup> and Subsequent Offenses</b>
<ul style="list-style-type: none"> <li>• Notify parents/guardians</li> <li>• Notify appropriate authorities</li> <li>• Conference with administrator, parents/guardians, and student</li> <li>• Counseling</li> <li>• 3 day suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Notify parents/guardians</li> <li>• Notify appropriate authorities</li> <li>• Conference with administrator, parents/guardians, and student</li> <li>• Counseling</li>   <li>• Up to 5 days Suspension</li> <li>• Alternative Placement</li> </ul>

##### Grades 6-12

<b>Disposition 1<sup>st</sup> Offense</b>	<b>Disposition 2<sup>nd</sup> and Subsequent Offenses</b>
<ul style="list-style-type: none"> <li>• Notify parents/guardians</li> <li>• Notify appropriate authorities</li> <li>• Conference with administrator, parents/guardians, and student</li> <li>• Up to 5 days out of school suspension <b>and</b> 1 semester Compass School</li> <li>• If criteria are not met for Compass School then 45 day Alternative Placement</li> <li>• Completion of an Intervention Program</li> </ul>	<ul style="list-style-type: none"> <li>• Notify parents/guardians</li> <li>• Notify appropriate authorities</li> <li>• Conference with administrator, parents/guardians, and student to consider possible substance abuse treatment program</li> <li>• Expulsion up to 1 calendar year (Board policy 4.2.3)</li> </ul>

Students in Alternative School or Compass School will not be allowed on any school campus and cannot participate in school or school-sponsored activities. This includes athletic events, practices, school dances, graduation, prom, or any other extra-curricular school activities.

## Controlled Substances

Students are prohibited from possessing, selling, furnishing, giving away, distributing, transferring, obtaining, using, consuming, or any controlled substances in any quantity (narcotics, depressants, stimulants, hallucinogens, including marijuana, etc.)

### Administrative Disciplinary Actions

#### Grades K-5

<b>Disposition 1<sup>st</sup> Offense</b>	<b>Disposition 2<sup>nd</sup> and Subsequent Offenses</b>
<ul style="list-style-type: none"> <li>• Notify parents/guardians</li> <li>• Notify appropriate authorities</li> <li>• Conference with administrator, parent/guardians, and student</li> <li>• Counseling</li> <li>• Up to 3 day Suspension</li> <li>• Alternative Placement</li> </ul>	<ul style="list-style-type: none"> <li>• Notify parents/guardians</li> <li>• Notify appropriate authorities</li> <li>• Conference with administrator, parent/guardians, and student</li> <li>• Counseling</li> <li>• Up to 5 days Suspension</li> <li>• Alternative Placement</li> </ul>

#### Grades 6-12

<b>Disposition 1<sup>st</sup> Offense</b>	<b>Disposition 2<sup>nd</sup> and Subsequent Offenses</b>
<ul style="list-style-type: none"> <li>• Notify parents/guardians</li> <li>• Notify appropriate authorities</li> <li>• Conference with administrator, parents/guardians, and student</li> <li>• Up to 5 days out of school suspension <b>and</b> 1 semester Compass School (if criteria are met).</li> <li>• If criteria are not met for Compass School then 45 day Alternative Placement</li> </ul>	<ul style="list-style-type: none"> <li>• Notify parents/guardians</li> <li>• Notify appropriate authorities</li> <li>• Conference with administrator, parents/guardians, and student to consider possible substance abuse treatment program.</li> <li>• Expulsion up to calendar year (Board policy 4.2.3)</li> </ul>

Students in Alternative School or Compass School will not be allowed on any school campus and cannot participate in school or school-sponsored activities. This includes athletic events, practices, school dances, graduation, prom, or any other extra-curricular school activities.

## Other substances

Possessing, selling, furnishing, giving away, disturbing, transferring, obtaining, using, consuming, representing as a substance, or admitting to any of the same, in any quantity, vitamins, food supplements, over-the-counter medications, counterfeit, imitation, and/or look-alike substances, etc.

### Administrative Disciplinary Actions

#### Grades K-5

<b>Disposition 1<sup>st</sup> Offense</b>	<b>Disposition 2<sup>nd</sup> and Subsequent Offenses</b>
<ul style="list-style-type: none"> <li>• Notify parents/guardians</li> <li>• Notify appropriate authorities</li> <li>• Conference with administrator, parents/guardians, and student</li> <li>• Counseling</li> <li>• Up to 3 day suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Notify parents/guardians</li> <li>• Notify appropriate authorities</li> <li>• Conference with administrator, parents/guardians, and student</li> <li>• Counseling</li> <li>• 3-5 day suspension</li> <li>• Alternative Placement</li> </ul>

#### Grades 6-12

<b>Disposition 1<sup>st</sup> Offense</b>	<b>Disposition 2<sup>nd</sup> and Subsequent Offenses</b>
<ul style="list-style-type: none"> <li>• Notify parents/guardians</li> <li>• Notify appropriate authorities</li> <li>• Conference with administrator, parents/guardians, and student</li> <li>• Up to 5 days out of school suspension</li> <li>• Completion of an Intervention Program if available</li> </ul>	<ul style="list-style-type: none"> <li>• Notify parents/guardians</li> <li>• Notify appropriate authorities</li> <li>• Conference with administrator, parents/guardians, and student</li> <li>• Up to 5 days out of school suspension and 1 semester (18 weeks) Compass School. If criteria are not met for Compass School, the student will be placed in Alternative School until the Compass School becomes available and criteria are met. If criteria are not met for Compass School, the student will remain in Alternative School for Long-Term Placement decided by disciplinary committee. The IEP Team may determine appropriate placement.</li> <li>• Repeated and/or serious violations - Expulsion up to 1 calendar year (Board policy 4.2.3)</li> </ul>

Students in Alternative School or Compass School will not be allowed on any school campus and cannot participate in school or school-sponsored activities. This includes athletic events, practices, school dances, graduation, prom, or any other extra-curricular school activities.

## Paraphernalia

Possessing, selling, furnishing, giving away, distributing, transferring, obtaining, using or admitting to any of the same, drug paraphernalia, and any other component will result in the following disciplinary actions:

### Administrative Disciplinary Actions Grades K-5

<b>Disposition 1<sup>st</sup> Offense</b>	<b>Disposition 2<sup>nd</sup> and Subsequent Offenses</b>
<ul style="list-style-type: none"> <li>● Notify parents/guardians</li> <li>● Conference with administrator, parents/guardians, and student</li> <li>● Prevention counseling</li> <li>● Progressive School Level Dispositions leading up to 3 day Out of School Suspension</li> </ul>	<ul style="list-style-type: none"> <li>● Notify parents/guardians</li> <li>● Conference with administrator, parents/guardians, and student</li> <li>● Prevention counseling</li> <li>● 5 day suspension</li> <li>● Alternative Placement</li> </ul>

### Grades 6-12

<b>Disposition 1<sup>st</sup> Offense</b>	<b>Disposition 2<sup>nd</sup> and Subsequent Offenses</b>
<ul style="list-style-type: none"> <li>● Notify parents/guardians</li> <li>● Notify appropriate authorities</li> <li>● Conference with administrator, parents/guardians, and student</li> <li>● Progressive School Level Dispositions leading up to Out of School Suspension</li> <li>● Up to 5 days out of school suspension</li> <li>● Completion of an Intervention Program if available</li> </ul>	<ul style="list-style-type: none"> <li>● Notify parents/guardians</li> <li>● Notify appropriate authorities</li> <li>● Conference with administrator, parents/guardians, and student</li> <li>● Up to 10 days out of school suspension and 1 semester Alternative Placement Compass School if accepted.</li> <li>● Repeated or other violations-Expulsion up to 1 calendar year (Board policy 4.2.1)</li> </ul>

Students in Alternative School or Compass School will not be allowed on any school campus and cannot participate in school or school-sponsored activities. This includes athletic events, practices, school dances, graduation, prom, or any other extra-curricular school activities.



## OTHER D Offenses Tobacco, Smokeless Tobacco Products

The Escambia County School System recognizes the dangers of smoking and the significant impact smoking has on the health of students and adults. The following guidelines will be in place to address the use of tobacco products.

Students are prohibited from possessing, using, selling, furnishing, giving away, transferring, distributing, obtaining, or admitting to any of the same, any tobacco or tobacco products. Possession and/or use of tobacco and smokeless tobacco products to include: counterfeit, imitation and/or look-alike substances, electronic cigarettes, vaporizers, or vaping devices, any other device or paraphernalia of any kind that can be used for smoking or to be inhaled, etc. and actual smoking of tobacco are prohibited on school grounds, at a school function, or when representing the school.

### Administrative Disciplinary Actions Grades K-12

<b>Disposition 1<sup>st</sup> Offense</b>	<b>Disposition 2<sup>nd</sup> and Subsequent Offenses</b>
<ul style="list-style-type: none"> <li>• Notify parents/guardians</li> <li>• Conference with administrator, parents/guardians, and student</li> <li>• Referral to the School Counselor for Prevention counseling</li> </ul> <p><b>Grades K-5</b></p> <ul style="list-style-type: none"> <li>• Up to 3 days suspension</li> </ul> <p><b>Grades 6-12</b></p> <ul style="list-style-type: none"> <li>• Up to 5 days suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Notify parents/guardians</li> <li>• Conference with administrator, parents/guardians, and student</li> <li>• Referral to the School Counselor for Prevention counseling</li> </ul> <p><b>Grades K-5</b></p> <ul style="list-style-type: none"> <li>• Up to 5 days suspension</li> </ul> <p><b>Grades 6-12</b></p> <ul style="list-style-type: none"> <li>• Up to 10 days suspension</li> </ul>

Because the Escambia County School Board is committed to a humanitarian, constructive and supportive approach to help all students who exhibit alcohol and other drug abuse problems and to the families of such students, assistance will include referrals to appropriate outside agencies as well as support from school system professional staff. If professional recommendations cannot be complied with due to financial hardships, community resources will be explored. Any treatment recommendation becomes the responsibility of the parents.

## **Group E - Weapon-Free School Policy (Act 94-817)**

The Escambia County Board of Education is concerned with the problems of youth violence and particularly violence in schools. It is increasingly apparent that children cannot learn and teachers cannot teach in school environments where students and teachers fear for their safety.

Weapons and use of weapons shall be prohibited on school property, including buses and at school-sponsored activities. Weapons and use of weapons shall also be prohibited in any vehicle brought onto school property or school-sponsored activity.

In order to be in compliance with the Gun Free Schools Act of 1994 (Public Law 103-382) and State Legislation, the Escambia County Board of Education is dedicated to keeping schools weapon free and directs that **any student found in possession of a firearm on school property or a setting under control of the school or school system will be expelled for a period of one calendar year. Escambia County Board of Education has “Zero Tolerance” for any type of weapon brought on school campus.**

### **Firearms/Explosives/Weapons**

Students are prohibited from possessing, using, selling, furnishing, giving away, transferring, distributing, obtaining, or admitting to any of the same, any firearm or explosive whether operable or inoperable, loaded or unloaded.

For purposes of this policy, a “weapon” is defined as follows:

- Any device which will or is designed to or may be readily converted to expel a projectile by any means of force (ex. spring loaded, compressed air, etc.) or the action of an explosion or pellets or any other wood or plastic projectile, including but not limited to, rifles, shotguns, starter guns, pistols, air guns, paint guns, pellet guns, BB guns, or any facsimile of an actual weapon that fires a projectile regardless of what type material is expelled from the gun or how the gun is discharged;
- The frame, receiver or magazine of any device described above;
- Any firearm muffler or silencer; and
- Any explosive, incendiary or poison gas including but not limited to:
  1. Bomb
  2. Grenade
  3. Rocket having a propellant charge or more than four ounces
  4. Missile having an explosive or incendiary charge or more than one-quarter ounce
  5. Mine
  6. Similar device

### **Administration Procedures for Firearms/Explosives/Weapons**

Students possessing, using, selling, furnishing, giving away, transferring, distributing, obtaining, discharging, preparing or admitting to any of the same, for firearms or explosive devices will be suspended immediately and will be recommended for expulsion. This includes any other objects or weapons which may be used in a threatening manner and capable of inflicting bodily harm. The following administrative procedures will be followed.

Discipline of students with disabilities who violate the firearm possession policies will be determined on a case-by case basis, ensuring that due process is followed.

## Administrative Disciplinary Action

<b>Disposition – K-12 – 1<sup>st</sup> Offense and all Subsequent Offenses</b>
<ul style="list-style-type: none"><li>• Notify parents/guardians</li><li>• Notify appropriate authorities</li><li>• Conference with administrator, parents/guardians, and student</li><li>• Expulsion up to 1 calendar year (Board policy 4.2.1)</li></ul>

### **Other Weapons**

The possession of a deadly weapon or dangerous instrument in a school building, on school grounds, on school property, on school buses, or at school-sponsored functions is prohibited except for authorized law enforcement personnel.. For the purposes of this policy, the terms “deadly weapon” and “dangerous instruments” include but are not limited to: tasers, knives with a blade length of more than two (2) inches, archery equipment, devices designed to expel projectiles at a high rate of speed, any device so classified under state or federal law, and any device either used or intended to be used in such manner as to inflict bodily harm, provided that the terms “deadly weapon” and “dangerous instruments” will exclude, to the extent permitted by law, devices and equipment that are used for the purpose of and in connection with school or Board sanctioned educational, team, or competitive activities.

Other deadly weapons or dangerous instruments that are **used in a threatening** manner to inflict or attempt to inflict bodily harm will result in the following administrative actions:

## Administrative Disciplinary Actions

<b>Disposition - K-12 - 1<sup>st</sup> Offense and all Subsequent Offenses</b>
<ul style="list-style-type: none"><li>• Notify parents/guardians</li><li>• Notify appropriate authorities</li><li>• Conference with administrator, parents/guardians, and student</li><li>• Out of School Suspension pending Disciplinary Committee hearing for Alternative Placement up to 1 calendar year</li><li>• Expulsion up to 1 calendar year (Board policy 4.2.2)</li></ul>

## Non-Weapons Used as Weapons

Students shall be prohibited from using, threatening to use, or admitting to possessing, selling, furnishing, giving away, transferring, distributing, or obtaining as a weapon any article, object, substance or facsimile of such that is not normally considered to be a weapon. This will include box cutters or any object or toy that is made to look like a weapon but is not actually a weapon.

### Administrative Procedures

Using, threatening to use, or admitting to possessing, selling, furnishing, giving away, transferring, distributing, or obtaining any article, object or substance as a weapon will result in the following disciplinary actions.

## Administrative Disciplinary Actions Grades

### K-5

<b>Disposition 1<sup>st</sup> Offense</b>	<b>Disposition 2<sup>nd</sup> and Subsequent Offenses</b>
<ul style="list-style-type: none"> <li>• Notify parents/guardians</li> <li>• Notify appropriate authorities</li> <li>• Conference with administrator, parents/guardians, and student</li> <li>• Up to 5 days out of school suspension</li> <li>• Alternative Placement</li> </ul>	<ul style="list-style-type: none"> <li>• Notify parents/guardians</li> <li>• Notify appropriate authorities</li> <li>• Conference with administrator, parents/guardians, and student</li> <li>• Expulsion up to 1 calendar year (Board policy 4.2.1)</li> </ul>

### Grades 6-12

<b>Disposition 1<sup>st</sup> Offense</b>	<b>Disposition 2<sup>nd</sup> and Subsequent Offenses</b>
<ul style="list-style-type: none"> <li>• Notify parents/guardians</li> <li>• Notify appropriate authorities</li> <li>• Conference with administrator, parents/guardians, and student</li> <li>• Up to 10 days out of school suspension</li> <li>• Consideration of alternative placement</li> <li>• Expulsion up to 1 calendar year (Board Policy 4.2.1)</li> </ul>	<ul style="list-style-type: none"> <li>• Notify parents/guardians</li> <li>• Notify appropriate authorities</li> <li>• Conference with administrator, parents/guardians, and student</li> <li>• Consideration of alternative placement</li> <li>• Expulsion up to 1 calendar year (Board policy 4.2.1)</li> </ul>

\* Students in Alternative School or Compass School will not be allowed on any school campus and cannot participate in school or school-sponsored activities. This includes athletic events, practices, school dances, graduation, prom, or any other extracurricular school activities.

## **School Safety, Safety Plans, Pandemics, and Other**

Escambia County Schools is committed to providing a safe learning environment for all students. Students are required to participate in school safety drills each month. Students and school personnel shall follow the Escambia County Safety Plan and individual school plans. Plans are developed using provisions and guidance from the Alabama State Department of Education. System and school plans include procedures and expectations during Pandemics or other unusual circumstances. In the rare case of a Pandemic or other reason to close school, students and guardians will be informed how to proceed to stay safe and continue their education.

### **DUE PROCESS**

Essentially, due process means that a person must be given notice that he/she is about to be disciplined or punished, and that a person is given an opportunity to tell his side of the situation. The concept of due process is a flexible one, and its specific definition varies with the seriousness of the situation. In the case of short-term school suspension, the Supreme Court recognizes that the deprivation involved is not a serious one and that the need to maintain an orderly school environment is important to society.

Any due process procedure should include the following:

- The student should be given oral or written notice of the charge against him.
- If the student denies the charge, he is entitled to an explanation of the evidence the school has as a basis of the charge.
- The student will have an opportunity to tell his side of the story.
- There need be no delay between the time notice is given and the time of the hearing. In a majority of the cases, the principal may formally discuss the alleged misconduct with the student minutes after it has occurred.
- Since the hearing may occur almost immediately following the misconduct, generally the notice and hearing should precede the suspension.
- In cases where the presence of the student poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the student may be immediately removed from school. In such cases, the notice and hearing should follow as soon as feasible.

### **GRIEVANCE PROCEDURE**

The following steps provide a fair resolution of student grievances, including those complaints alleging any action which would be prohibited by Title IX of the Educational Amendments of 1972 (sex discrimination) and other applicable laws relating to discrimination of any kind. The grievance procedure and timeline should proceed according to the rules and regulations listed below:

#### ***Levels of Progression:***

##### **Level 1 School**

- Teachers, Bus Drivers, Non-instructional Personnel
- School Administrator

The first step taken by the student **MUST** be with the member of the staff involved in the alleged unfair action. If the grievance is not resolved after the initial contact, the student may involve the parent(s) in a conference with the administrative staff and the member of the school staff involved in the incident.

If the grievance has not been resolved through the levels up to and including a conference at the principal's level, and the student wishes to proceed with the grievance, the student and/or parent(s) must submit a written statement signed by the parent(s) to the principal within 5 School days of the principal's verbal denial of the grievance.

The statement at this level and all subsequent levels must include:

- Name(s) of any person(s) involved
- Date(s) on which the student feels there was unfair treatment
- A brief statement as to why the student feels there was unfair treatment
- What corrective action the student would like to see taken
- Copies of appropriate supporting documentation, which may include:
  1. Letters requesting previous hearing and actions taken
  2. Letter(s) of reference and witness statement(s)
  3. Documentation of student grades
  4. Attendance records
  5. Medical statement(s)

The student will receive a written response to the statement from the principal within 5 school days.

### **Level 2 Superintendent**

Following receipt of the written denial of the grievance by the principal, if the student and/or parent(s) wish to proceed further with the grievance, the student, parent(s), and/or other representative shall, within 5 school days, request in writing an appointment with the superintendent and shall include a statement of the grievance as outlined above.

The superintendent and/or designated representative will have the authority and responsibility for establishing a meeting time not later than 10 school days following receipt of the initial written contact by the student, parent(s), and/or representative. The student, parent(s), and/or other representative, including any legal representative desired, will attend this meeting. If a decision is not reached at this meeting, all parties involved will be notified of the superintendent's final decision by mail within 10 school days following the meeting.

### **Level 3 School Board**

Should the superintendent deny the grievance, the student, parent(s) and/or representative may appeal to the Escambia County Board of Education, following the same time schedule and procedures established above. The Board will hear the grievance at the first regular school board meeting that occurs following receipt of the written request for a hearing. The decision of the Board is final.

**\*Appeal forms are available upon request from the Central Office.**

## **POLICY STATEMENTS**

### **Drug Education**

Code of Alabama (1975), Title 16, Chapter 41

Alabama's Drug Abuse Education Act of 1971, Act No. 1934 established a program of drug, narcotic, alcohol and tobacco education for the schools of the state. All students, Grades 1-12, will be taught the adverse and dangerous effects of drugs on the human mind and body.

It must be emphasized that all such programs should be administered under the guidance of trained, qualified and professional individuals.

## **“No-Fight” Policy**

Recognizing its obligation to provide a safe and orderly environment that is conducive to teaching and learning, Escambia County Board of Education will not tolerate fighting in school buildings, on school grounds, at any school sponsored event, or on a school-owned/maintained vehicle. A fight is defined as any conduct falling within the Alabama statutes defining assault, menacing and reckless endangerment, or criminal coercion (Title 13A, Code of Alabama 1975).

A fight is further defined as any physical altercation or contact between two or more students to cause injury whether or not the student who is attacked fights back.

A student, who has been determined not to be an aggressor, will be disciplined only if his participation in the fight was perceived as greater than necessary to defend himself from serious bodily injury.

The superintendent, working cooperatively with the local police and/or sheriff, the district attorney, and the juvenile court, will enforce this “no-fight” policy relative to students in grades 7 through 12 inclusive.

### **These procedures will be followed:**

- Fighting in a school building, on school grounds, at any school sponsored event, or on a school owned/maintained vehicle will be classified as a Group A, B, or C violation based on the severity of the conduct.
- The principal or designee will investigate the fight and take the appropriate action as identified in the code of student conduct.
- The principal or designee will secure the cooperation of witnesses to the fight and secure written statements from all witnesses.
- The principal or designee will secure reliable witnesses for court appearances.
- The principal or designee will call the police and file a complaint/petition with the juvenile court depending on severity.
- A reasonable attempt will be made to notify the parent(s) or guardian(s) if the student is to be removed from the school by police officers.

All students and parents or guardians of students within the system and system employees will receive sufficient and ample notice of the passage of this policy. This policy will be outlined in the [Code of Student Conduct](#) and will be communicated to all students on the first day of school and at intervals throughout the school year. In addition, this policy will be discussed at meetings involving parents or guardians.

## **Parent’s Right to Know Notice**

In accordance with Every Student Succeeds Act of 2015 (ESSA), Section 1112(c)(6):

Parents, through this provision, may request information regarding the professional qualifications of their child’s classroom teacher(s) or the qualifications of paraprofessionals providing services to their child. Additionally, parents may request information about their child’s level of achievement on any state mandated assessments. Parents may contact the office at any Title I school to receive the appropriate instructions on submitting a request.

## **Sexual Harassment**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with an individual’s school performance or creating an intimidating, hostile, or offensive learning environment at school or school sponsored events or any event sanctioned by the Escambia County Board of Education.

The Escambia County Board of Education recognizes that harassment on the basis of gender is a violation of federal and state discrimination laws. The board is committed to providing learning and co-curricular

environments that are free from sexual harassment where all students and employees can work together comfortably and productively. Sexual harassment will not be tolerated from students (**refer to C offenses in the discipline section**), employees or non-employees, including volunteers and suppliers, who have contact with employees and students in the workplace, school or school sponsored events or any event sanctioned by the Escambia County Board of Education.


All students are assured that they may file a complaint or assist in an investigation without fear of retaliation by any board employee, peer or alleged harasser.

Complaints of retaliation will be promptly investigated and perpetrators will be subject to disciplinary action. Complaints and cases of sexual harassment will be investigated and handled promptly. Any student found guilty of sexual harassment, or to be in violation of this policy, will be subject to disciplinary action according to the findings of the investigation.

**Special Education**

**Child Find for Students with Disabilities**

The Office of Special Education is working to locate and evaluate students, ages 3-21, that may have a disability under the Individuals with Disabilities Act. If you suspect that your child might have a disability please contact the Office of Special Education. You may call the office at 251-296-0633 or email Suzanne Barnett at [suzane.barnett@escoschools.net](mailto:suzane.barnett@escoschools.net) for more information.

<p>Follow the link or use the QR code to view more information regarding Child Find.</p> <p>Office number for child find- 251-296-0633</p>	<p><u><a href="#">Child Find</a></u></p>	
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**Exceptional Students**

It is the responsibility of the Board of Education to provide appropriate educational services for our exceptional students in accordance with federal and state regulations. Students, who are identified as having a disability, must meet the criteria in one of the following areas:

1. Autism
2. Deaf-Blindness
3. Developmental Delayed
4. Emotional Disability
5. Hearing Impairment
6. Intellectual Disability
7. Multiple Disabilities
8. Orthopedic Impairment
9. Other Health Impairment
10. Specific Learning Disabilities
11. Speech and Language Impairment
12. Traumatic Brain Injury
13. Visual Impairment



## **Gifted Students**

Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of this age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

Teachers, counselors, administrators, parents or 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. To make a referral, contact the Counselor at your child's school.

## **Section 504**

In accordance with the provisions of the regulations of Section 504 of the Rehabilitation Act of 1973, provisions of the Americans with Disabilities Act (ADA), provisions of Title IX of the Education Amendments of 1972, and the provisions of Title VI of the Civil Rights Act of 1964, the Escambia County Board of Education has adopted a grievance procedure and appointed a responsible coordinator. The coordinator is the Supervisor of Special Services; the telephone number is 251-296-0633.

## **Title I**

Title I - Improving the academic achievement of the disadvantaged under the Every Student Succeeds Act (ESSA) of 2015.

Escambia County School System distributes Title I funds to all schools. These funds are used to target and assist students who are in need of more academic services based on criteria as set forth in ESSA. Special Services/Activities provided include:

1. Extended Day programs
2. Summer School programs
3. Additional Teachers/Teacher Aides
4. Supplemental reading & math materials such as, Accelerated Reader, Accelerated Math, Direct Instruction, etc.
5. After-School Tutorial Services
6. Computer Labs
7. Professional Development

An open meeting of an advisory council for Federal Programs is held annually to review budgets and school plans for the expenditure of these funds. Inquiries concerning the services applicable to homeless, migrant, or limited English Proficient should be directed to the Federal Program office contact person at 251-867-6251. Also, inquiries concerning services applicable to school wide programs should be directed to the Federal Programs Office at 251-867-6251.

## **Internet Acceptable Use/Copyright Policy**

Students and employees are provided with the opportunities to access a variety of informational technologies. The primary goal of the technology environment is to support the educational and instructional endeavors of the students and employees of Escambia County schools.

Information technologies in the Escambia County schools include all computers owned by the district as well as hardware, software, data, communication networks, modems, telephones lines, etc. associated with these systems. These guidelines apply to all persons who may attempt to use a computer resource owned by the system.

All technology resources will be used in accordance with any and all school system policies and procedures, as well as with local, state, and federal laws and/or guidelines governing the usage of technology and its component parts.

1. School personnel must take all reasonable precautions to prevent unauthorized access to accounts, passwords and data and any other unauthorized usage within and outside the Escambia County schools.
2. Duplication of any copyrighted software is prohibited unless specifically allowed for in a license agreement.
3. Backup copies of software should be made only if allowed in license agreement
4. Single copy programs are to be used on one computer at a time.
5. Only district-level personnel or a local school designee shall sign license agreements for a school in the system or for the system itself. System-wide agreements will be distributed to all schools.
6. District technology personnel must install or supervise the installation of all software in use on local networks. Students and staff members are not authorized to install network software.
7. Personal software may not be loaded on a computer without prior written authorization from district technology personnel.
8. Individuals are not authorized to make copies of any software or data.
9. Students and employees may not download any copyrighted material and duplicate in any form.
10. Under no condition should a user provide a password to another student.
11. Students may not trespass in another person's folder or work files.
12. Students must not delete or attempt to delete any program or data other than their own.
13. Students will promptly disclose inappropriate messages or information to the teacher or administrator.
14. Escambia County schools will cooperate fully with local, state, and federal officials in any investigation related to any illegal activities conducted through school internet accounts.
15. No one must attempt to modify technology resources, utilities/configurations or breach any technology security system.

## **Acceptable Use Policy for Technology Resources**

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.

1. The ECS network is intended for educational purposes.
2. All activity over the network or using district technologies may be monitored and retained.
3. 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).
4. All users are expected to follow the same rules for good behavior and respectful conduct online as offline.
5. 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.

## **Internet Access/Web Access**

ECS provides its users with access to the Internet, including websites, 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 who 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. Each Student must use their school issued username/email and password to access these or any applications provided by Escambia County Schools.

## **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:

1. Email teachers
2. Create and save documents, presentations, spreadsheets
3. Collaborate virtually with partners or groups on school projects
4. 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. Escambia County Schools email accounts are housed on a Google

mail server, thereby giving students 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:

1. Unlawful activities---including harassment and/or bullying
2. Commercial purposes
3. Personal financial gain
4. False identity in email communications
5. Misrepresentation of Escambia County Schools
6. Interference with Escambia County Schools technology operations through
  - electronic chain letters
  - unsolicited electronic communications
  - 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).

### **Devices/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 and 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. Refer to the Escambia County Schools Chromebook Handbook for additional information.

### **Non-ECS Devices Policy**

ECS maintains a strict no cell phone policy to cover the use of cell phones in the school setting. Because of security concerns, when non-ECS mobile devices are used on campus, they should be connected only to the guest network. This includes vendor presentations or any non-school related entity that needs to access the internet.

### **Online Safety/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.

### **Artificial Intelligence**

Artificial intelligence is a new, vastly emerging technology. As such, its uses and the implications of its use are still being discovered. However, for the Code of Conduct, its use will be treated like any established technology resource in the Escambia County Schools. Any work produced must be properly cited and/or attributed to the generative AI engine, and any malicious or unethical use will be subject to the disciplinary actions of the Code of Conduct.

### **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:***

1. Use school technologies for school-related activities.
2. Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
3. Treat school resources carefully, and alert staff if there is any problem with their operation.
4. Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
5. Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, and posts) online.
6. Use school technologies at appropriate times, in approved places, for educational pursuits.
7. Cite sources when using online sites and resources for research.
8. Recognize that use of school technologies is a privilege and treat it as such.
9. Be cautious to protect the safety of myself and others.
10. 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:***

1. Use school technologies in a way that could be personally or physically harmful.
2. Attempt to find inappropriate images or content.
3. Engage in cyberbullying, harassment, or disrespectful conduct toward others.
4. Try to find ways to circumvent the school's safety measures and filtering tools.
5. Use school technologies to send spam or chain mail.
6. Plagiarize content I find online.
7. Post personally-identifying information, about myself or others.
8. Agree to meet someone I meet online in real life.
9. Use language online that would be unacceptable in the classroom.
10. Use school technologies for illegal activities or to pursue information on such activities.
11. Attempt to hack or access sites, servers, or content that isn't intended for my use.

## **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 SCHOOLS ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (**FERPA**) affords parents and students who are 18 years of age or older ("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 after the day Escambia County Schools receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under **FERPA**. Parents or eligible students who wish to ask Escambia County Schools to amend a record should write to the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that **FERPA** authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board.

A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Escambia County Schools to comply with the requirements of **FERPA**. The name and address of the Office that administers **FERPA** are: Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

**FERPA** permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the **FERPA** regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the **FERPA** regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student:

1. To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))



2. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
3. To authorize representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
5. To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
6. To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
7. To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
8. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
9. To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
10. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
11. Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

### **Notice for Directory Information**

The Family Educational Rights and Privacy Act (**FERPA**), a Federal law, requires that Escambia County Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Escambia County Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Escambia County Schools to include this type of information from your child's education records in certain school publications. Examples include:

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can 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 educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Escambia County Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within 10 days after the distribution of this annual notification. Escambia County Schools has designated the following information as directory information:



1. Student's name
2. Participation in officially recognized activities and sports
3. Photograph
4. Grade level
5. Weight and height of members of athletic teams
6. Degrees, honors, and awards received
7. The most recent educational agency or institution attended

## ENGAGED LEARNING INITIATIVE DEVICE PROCEDURES AND INFORMATION

### SECTION 1 - Background Information

#### What is the Engaged Learning Initiative?

Escambia County Schools uses instructional technology as one way of enhancing the mission to provide engaging and comprehensive instructional programs that will enable our students to graduate college and/or career ready. Excellence in education requires that technology is seamlessly integrated throughout the education program. In an effort to increase access to those 21st century skills, ECS has made it a goal to offer students a 24/7 accessibility to their learning through this "Engaged Learning Initiative" (ELI). The individual use of technology is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

#### Educational Goals for Student Use

Based upon ISTE National Educational Technology Standards (<http://www.iste.org/standards/nets-for-students>), Escambia County Schools has outlined six educational technology goals for our students relating to the Engaged Learning Initiative:

- **Goal #1 - Creativity and Innovation**  
Escambia County Schools' students will demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology.
- **Goal #2 - Communication and Collaboration**  
Escambia County Schools' students will use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others.
- **Goal #3 - Research and Information Fluency**  
Escambia County Schools' students will apply digital tools to gather, evaluate, and use information.
- **Goal #4 - Critical Thinking, Problem Solving, and Decision Making**  
Escambia County Schools' students will use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources.
- **Goal #5 - Digital Citizenship**  
Escambia County Schools' students will understand human, cultural, and societal issues relating to technology and practice legal and ethical behavior.
- **Goal #6 - Technology Operations and Concepts**  
Escambia County Schools' students will demonstrate a sound understanding of technology concepts, systems, and operations.

#### Leaving a Positive Digital Footprint

A critical component of the ELI program is student education about digital citizenship and appropriate online behaviors. Students must view themselves as "digital citizens," and are expected to consistently put into practice the technological skills and positive ethical considerations taught throughout the Engaged Learning Initiative. These are much more than stand-alone school-based expectations - these behaviors must carry over into their personal lives for years to come.

Teachers and staff review cyber-safety rules with students frequently throughout the school year, and offer reminders and reinforcement about safe online behaviors. It is expected that all students and parents/guardians participating in ELI will adhere to the ELI Program Policies, Student Code of Conduct, Student Handbook, Acceptable Use Agreement, Board policies, and federal/state laws at all times.

## **SECTION 2 - Receiving and Using Your Device Using Google Apps**

With parent/guardian permission, each student will receive a ECS-sponsored personalized Google Apps account with a unique “@escoschools.net” address. When logged into Google Apps, students have the capability 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. Additionally, Google Apps has thousands of educational applications which teachers can use in math, science, language arts, social studies, music, physical education, foreign language, and art classrooms.

### **BYOD (Bring Your Own Device) - Personally owned devices**

Escambia County Schools will not allow students to use privately owned electronic devices (including laptops, netbooks, iPods, iPads, cell phones, etc.) as per our Electronic Device Policy.

### **Receiving and Returning Your Device**

Please see the section on School Specific E-Learning Information (ELI) for school specific device procedures.

### **Device Inventory and Asset Tag Information**

Each device is property of Escambia County Schools, and is individually labeled and inventoried (by asset number and device serial number) to the individual student to which it has been loaned for that school year. There is an inventory asset number etched on the device. At no time should any ECS inventory or asset number be tampered with or removed. Tampering with or removing an asset number constitutes damage and requires the device to be immediately returned to the school.

### **Taking Care of Your Device**

General Precautions:

1. When not actively using the device, it is recommended that the device be stored in a protective sleeve or case. The protective sleeve or case is not intended to protect against droppage or pressure against the screen.
2. Please be sure to carefully and considerately store your device in your locker, book bag, and at home.
3. Carry your device in the protective sleeve or case when not in use.
4. Devices must come to school with a full battery charge.
5. Please do not use your device around food, liquids or drinks. Avoid getting any moisture or crumbs in any opening.
6. Do not use household cleaners to clean your device. Use a soft lint-free cloth to clean the screen.
7. Never throw, slide, drop, or press harshly on your device.
8. Devices must stay free from all stickers, writing, drawings, and other marks.
9. Do not leave your device out in the sun or extreme cold (either outside or in a hot or cold car).
10. Devices are uniquely inventoried. At no time should the inventory numbers be tampered with in any way or removed. Such actions constitute damage to the device.
11. Personalized screensavers and/or background are permitted. However, school disciplinary action will result from images which are inappropriate for a school setting.
12. Devices are NOT allowed in the locker rooms or in the cafeteria during lunch periods (except with specific permission from a teacher).
13. Cords, cables, and USB connections should be carefully inserted and removed to prevent damage.
14. Do NOT let anyone else borrow or use your device (because you are responsible for any damage that may occur to your device, no matter the circumstances!).
15. Do NOT attempt to gain access to the internal electronics of the device. All needed repairs must be conducted by qualified ECS technical staff.
16. Do NOT attempt to contact any other service provider with repair questions. All questions and concerns must be directed to the school district.

## **Using Your Device at School**

It is likely that you will use your device every day at school in some way. Part of being prepared for school each day is having your device fully charged when you arrive at school. Students should follow their teachers' instructions regarding when to bring the device to class. If a student repeatedly fails to bring their device to school or fails to charge it adequately, technology privileges may be suspended or revoked.

Escambia County Schools employs a CIPA compliant Internet filter at all schools, therefore, to the greatest extent possible, the school network is filtered for content. Although Escambia County Schools makes every effort to minimize a student's exposure to inappropriate material through the use of the Internet filter, it is ultimately the responsibility of parents and guardians of students to establish and communicate standards that their children should follow when using electronic resources such as the Internet.

## **Using a Device Outside of School**

Your device is Wi-Fi ready and will connect to any Wi-Fi network, whether at home, school, or inside a business or public network. The internet filter for that specific network dictates content available on the device. Note to parents: if you do not have an Internet content filter on your home Wi-Fi network, your student will have unfiltered access to the internet through their device.

## **Repairing or Replacing a Device**

All repairs and replacements must be arranged through Escambia County Schools. If your device is lost, damaged, or having technical issues, please report this to your teacher or administrator immediately.

We cannot guarantee the device to be repaired will be the device you receive back. We also cannot guarantee the type of device you will receive after repair to be the same type of device due to inventory numbers.

## **SECTION 3 - Acceptable Use Information District Acceptable Use of Technology Student Agreement**

Through this program, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries and computer services all over the world. With this opportunity comes responsibility. It is important that you read the District Acceptable Use Policy and ask questions if you need help in understanding them. It will be your responsibility to follow the rules for appropriate use.

## **Network Safety and Acceptable Use Guidelines**

ECS-owned devices AND personal-owned devices using district's network fall under the ECS Acceptable Use Policy (AUP). Failure to follow ECS Acceptable Use Policy may result in immediate suspension of all technology privileges, complete revocation of privileges, and/or disciplinary action. Free wireless access at school will be provided by ECS. The District is not responsible for personal charges for accessing other wireless connections or other data charges. Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you might find objectionable. While ECS will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

## **What is Acceptable Use?**

Any use described below is deemed "acceptable" and consistent with the ECS Acceptable Use Policy. The final decision regarding whether any given use of the network or Internet is acceptable lies with the Superintendent or designee.

1. Use of devices mainly for educational purposes, but some limited personal use is permitted.
2. Use furthers the educational and administrative purposes, goals, and objectives of ECS.
3. Use is limited to your own individual account - you and only you should use that account. You should not share your password with others.
4. Use further research related to education and instruction.
5. Use does not violate the student code of conduct or the ECS Acceptable Use Policy.

## What is Unacceptable Use?

Any of the following uses is deemed “unacceptable” and a violation of the ECS Acceptable Use Policy.

1. Illegal installation or transmission of copyrighted materials.
2. Any action that violates Board policy, the Acceptable Use guidelines, this User Agreement, the Student Code of Conduct, or federal/state law.
3. Using any other Google account other than the ECS-sponsored Google student accounts on the Chromebook.
4. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
5. Cheating, including the use of chat rooms, sites selling term papers, book reports and other forms of student work.
6. Messaging services - EX: Snapchat, ICQ, etc.
7. Internet/Computer Games.
8. Use of outside data disks or external attachments without prior approval from the administration.
9. Spamming - Sending mass or inappropriate emails.
10. Gaining access to other students’ accounts, files, and/or data.
11. Use of the school’s internet/E-mail accounts for financial or commercial gain or for any illegal activity.
12. Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, etc.
13. Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
14. Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
15. Bypassing the ECS web filter through a web proxy.

## Consequences for Improper Use

The final decision regarding whether any given use of the network or Internet is acceptable lies with the Superintendent or designee. Disciplinary action may be taken for unacceptable use of the network or Internet. Consequences may include but are not limited to suspension of technology privileges, revocation of technology privileges, intensive school supervision, or out of school suspension.

## Expectation of Privacy

Users should have no expectation of personal privacy in connection with their usage of the device, Google Apps, and other technology resources. Escambia County Schools retains the right to monitor, access, and review all student messages or information accessed or created using ECS-owned devices, ECS-sponsored Google Apps accounts, and/or other ECS-related network files.

## School Engaged Learning Initiative (ELI) Information Overview

The E-Learning Initiative of ECS is one way of enhancing our mission to develop students who are literate, self-disciplined, tolerant, and productive members of society using a variety of experiences within a safe learning environment.

Schools may issue Chromebooks to students for daily use. Chromebooks may also be available for home use after school.

## On Campus Daily Use

Students may be issued a Chromebook. The Chromebook will be the student’s responsibility during the school day and will be returned at the end of the day or be taken home if school allows student to take home device.

1. Devices should be charged enough to be used for the duration of the upcoming class.
2. Devices should be kept away from food and drink at all times.
3. Never throw, slide, drop or press harshly on your device.
4. Never stack the devices or place anything heavy on the device.
5. Be mindful of protecting the device if placed in a book bag or case. Weight from other items in the bag could crack the screen or damage the device.
6. Never loan your device to another student. Damage done to your device is ultimately your responsibility, even if you do not inflict the damage.

## **Off Campus Use**

Failure to return the device and charger free from damage, in working order, charged, and ready to use could result in imposed fees or disciplinary action. . The same guidelines for protecting a device at school should be followed to protect a device at home. Special care should be given to protect devices during transportation to and from school.

## **Device Responsibility**

Care for devices, on campus or off, is the sole responsibility of the student the device is issued to. In the event of off-campus theft, a police report should be filed and a copy given to administration. Any damage to devices will be assessed by administration. Students, parents or guardians could be responsible for repair or replacement costs associated with device damage or theft up to \$350 per device and \$100 per device charger if the device was not purchased using federal funds.. Fees associated with device repair or replacement will be assessed by administration. Devices will not be repaired or replaced until imposed fees have been satisfied with administration.

## **Emergency Medical Information**

At the beginning of each school year, every student will be given a “Health Assessment Record” to fill out and return to the School Nurse. This form will provide information on medical conditions and will aid personnel should emergency medical attention be required. In the event of a serious accident or illness at school, parents will be contacted first. If we are unable to reach you, additional numbers on file for your child will be called. Please be sure those relatives or neighbors are aware that you have given their numbers as emergency contacts and they agree to accept the responsibility for the care of your child if they are called. If at any point during the school year this information should change, it is the parents/guardians' responsibility to notify the school immediately so that the child's records are kept up to date.

## **Medications**

The school does not stock medications for headaches, stomach aches, sore throats, or any other medical problem. We ONLY administer medications brought to the school for a particular student and then only under certain guidelines as specified below.

If your child must take ANY TYPE (prescription, over-the-counter or herbal) medication during the school day, there are forms that must be completed by a parent and doctor, and these forms must be on file with the school nurse before medication can be administered. A parent must bring in the medication and meet with the nurse to complete forms and discuss the regulations governing the administering of medications by school personnel. If your child is on short-term medication, such as antibiotics or cold medicine, we ask that you schedule dosages so that the medication can be given at home if possible. For example, a medication that is to be taken three times a day can be given before school, upon arrival from school, and again at bedtime.

Students are not to bring medications to school. If a student is found to have medications of any kind (including cough drops) at school, the medication will be locked in the nurse's office and will only be returned to the parent or parent authorized adult. Parents are to bring all medication in the original packaging, with a pharmacy label if it is prescription, labeled with the student's name, medication name, and directions for administering and sign it in with the school nurse.

## **Health Room**

We make a sincere effort to „check,, every child who has an injury or complaint during school hours, whether the nurse is present or not. Please be reminded that there are no trained medical professionals other than the school nurse. We are limited to administering routine first aid, non-invasive assessments, and dispensing personal medications. We are not equipped to perform major nursing functions such as changing surgical bandages or treating serious wounds. If your child will have orders to perform major nursing functions, please check with your school nurse to determine what can be performed and what supplies you will need to provide for the care of your student.

**Medical exclusion from school**

Our school nurses follow the exclusion and readmission criteria given by the AL Department of Public Health for all communicable diseases. There are several conditions that require a student to be excluded for a certain timeframe. Additionally, some conditions must be reported to the AL Department of Public Health. If your student is sick please communicate with the school nurse to find out the correct return time for your student. This also allows us to monitor and adjust attendance where needed and applicable.

If a child has a temperature of at least 100.4 or is experiencing discomfort or pain parents will be notified to pick up the child from school. A child must be completely fever free for 24 hours (without using medication) before returning to school.



Students with GI symptoms such as vomiting or diarrhea will be sent home and must be 24 hours free of symptoms without using medicine in order to return to school.

If your child is sick or complaining in the morning before leaving for school, please see about him/her. If the child has a temperature or if you think they are sick, please keep him/her home. Our experience is that you will have to come and pick them up anyway especially if you tell them to call you if they don't feel better in a little while.

If a student has head lice (live bugs) he/she will be sent home. A student may return to school after being treated, providing the school nurse has checked and no live bugs are found. If live bugs are still present the student will be sent back home. Students are allowed (1) one excused absence for each occurrence of head lice. If during a check nits are discovered a letter will be sent home and the parent/guardian is expected to treat nits and the home environment in order to prevent further spread.

**Immunizations**

Alabama requires that each student have a Certificate of Immunization or approved exemption on file with the school. Students attending Escambia County Schools must present a shot record from the Alabama Department of Public Health. Those who qualify under the McKinney-Vento Act will be given assistance by staff under the direction of the act. The school nurses monitor, audit, and oversee immunization compliance. Parents/Guardians will be notified if a student is missing any of the following: vaccines, documentation of immunizations given, or an approved exemption. An annual report on immunizations is collected by the Alabama Department of Public Health that shows compliance rates for each school as well as those students who are not up to date with their immunizations. Please make sure your child is either up-to-date with their shots or has an approved exemption on file annually.

Please use the link or QR code to the right for additional information regarding Meningococcal Disease and Vaccination	<u>Meningococcal Disease</u>	
Please use the link or QR code to the right for additional ALSDE information regarding the FLU.	<u>FLU Document</u>	

PLEASE SIGN, REMOVE, AND RETURN THIS PAGE TO SCHOOL

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

## PARENT/GUARDIAN AND STUDENT ACKNOWLEDGEMENT

1. This code has been developed to help your son/daughter gain the greatest possible benefit from his/her school experience. The policies apply to all students and parents in Escambia County School System, to all school campuses, school buses and school-related activities and events.
2. Parents/guardians have the responsibility for the actions of their children and are encouraged to be involved in their child's education. Parents/guardians should read carefully the weapons and controlled substances, suspension, and expulsion sections of the Code of Student Conduct
3. Students: As a user of the Escambia County Schools computer network, I hereby agree to comply with the acceptable Use/Copyright Policy/Internet Use Policy – communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.
4. Parents/Guardians: As the parent or legal guardian of a student, I grant permission for my child to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I know that Escambia County Schools do not control the content of the network systems. I accept responsibility for guidance of Internet uses by my child. I give permission to use my child's video image or likeness thereof on district web pages and other advertisements.

Please read the Code of Student Conduct, which has been adopted by the Escambia County Board of Education, sign this page and return it immediately to your child's teacher.

**FAILURE TO RETURN THIS ACKNOWLEDGEMENT WILL NOT RELIEVE STUDENTS, PARENTS/GUARDIANS FROM THEIR RESPONSIBILITY TO KNOW THE CONTENTS OF THE CODE OF STUDENT CONDUCT AND WILL NOT EXCUSE ANY STUDENT'S NON-COMPLIANCE WITH THE CODE OF STUDENT CONDUCT.**

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_





PLEASE SIGN, REMOVE, AND RETURN THIS PAGE TO SCHOOL

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

## Annual Notification of Rights under FERPA Acknowledgement

(FERPA Information starts on Page 54)

Please sign and return to your child's school this portion as annual acknowledgement of your rights guaranteed by FERPA. If your child is younger than 18 years of age, please sign as Parent/Guardian. If your child is 18 or older, please sign as Parent/Guardian as well as have the student sign.

I have read and understand the Escambia County Schools annual notification of rights under the Family Educational Rights and Privacy Act (FERPA).

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

\_\_\_\_\_  
Date \_\_\_\_\_  
Eligible Student Signature (18 years of age or older)

Please read the Family Educational Rights and Privacy Act (FERPA) policy which has been adopted by the Escambia County Board of Education, sign this page and return it immediately to your child's teacher.

## Engaged Learning Initiative Agreement

(ELI Agreement starts on Page 62)

I have read and fully understand all parts of the Engaged Learning Initiative Handbook. My child and I agree to all terms, policies, and rules as stated in the handbook. I understand that failure to comply with these terms, policies, and rules will result in disciplinary action and could also result in financial responsibility.

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

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

Please read the Engaged Learning Initiative (ELI) which has been adopted by the Escambia County Board of Education, sign this page and return it immediately to your child's teacher.





## **Escambia County Code of Student Conduct 2024-2025**

### Amendment:

Page 42- Substance Abuse

Add "Failure to complete an assigned intervention program will result in an additional suspension of three days"

### Amendment:

Page 43- Alcoholic Beverages

Disposition-1st Offense

Grades K-5

Add "Completion of Intervention Program if available"

### Amendment:

Page 44- Intoxication

Disposition- 1st Offense

Grades K-5

Add: "Completion of Intervention Program if available"

### Amendment:

Page 45- Prescription Medication

Disposition- 1st Offense

Grades K-5

Add: Completion of Intervention Program if available"

### Amendment:

Page 46- Controlled Substances

Disposition- 1st Offense

Grades K-5, Grades 6-12

Add "Completion of Intervention Program if available"

### Amendment:

Page 47- Other Substances

Disposition- 1st Offense

Grades K-5

Add "Completion of Intervention Program if available"

### Amendment:

Page 48- Paraphernalia

Disposition- 1st Offense

Grades K-5

Add "Completion of Intervention Program if available"

### Amendment:

Page 49- Other Offenses- Tobacco, Smokeless Tobacco Products

Disposition- 1st Offense

Grades K-5, Grades 6-12

Add "and/or Completion of Intervention Program if available"