

CODE OF STUDENT CONDUCT



Escambia County Schools

2020 – 2021

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ESCAMBIA COUNTY SCHOOLS
POST OFFICE BOX 307
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ADOPTED BY ESCAMBIA BOARD OF EDUCATION ON: **MAY 14, 2020**

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 §16-28-12:

- 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 School System is to provide engaging and comprehensive instructional programs that will enable our students to graduate college and/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. Insure 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. Insure 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 7-12, 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%

For students in grades 9-12, semester exams will count for 10% of the final semester grade.

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

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.

Grades 1-6

1. Subjects considered for promotion/retention in grades 1-2 are Reading, Language Arts, and Math. Students failing Reading or not demonstrating sufficient reading skills may be required to attend a summer reading program.
2. Subjects considered for promotion/retention in grades 3-6 are Reading, Language Arts, Math, Science, and Social Studies.
3. Students must achieve at least a 60% yearly grade average in the subjects considered for promotion/retention.
4. Students who fail two or more subjects are to be retained and are not eligible to attend summer school.
5. Students in grades 5-6 failing one subject are eligible for an approved summer school.
6. Successful participation in an approved summer program allows a student in grades 5-6 standards recovery in a failing subject.

****The Alabama Literacy Act #2019-523 requires all students in grade 3 to demonstrate sufficient reading skills for promotion to fourth grade beginning with the 2021-2022 school year. Summer Reading programs will be provided for all students K-3 that have been identified with reading deficiencies.***

Grades 7-12

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 summer school or 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 in the INOW student transcript indicating that a student has recovered a grade through credit recovery and/or summer school.

Students in grades 9-12 will receive credit for a yearlong course if the average of **both** semesters is 60 or higher.

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!

ODYSSEYWARE

Odysseyware 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, but not limited to, 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 educations. 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, additional action is required (contact the principal or guidance counselor for specific requirements)."

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 may be weighted by adding 10 points to the final average when calculating the Numeric GPA for the top 10 rankings (see the Dual Enrollment Crosswalk).

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 INOW 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
- 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 your school's principal and/or counselor.

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 noise makers, 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.

ESCAMBIA COUNTY 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 9th 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. Some classes may weight tests more. WHAT DOES THIS MEAN? This means that your student will NOT pass an Honors class on homework alone. 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 homework 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 or homework 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 arrangement 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. All students receive a Standard Grade Point Average (GPA) on a 4.0 scale.
WHAT DOES THIS MEAN? Honors classes are NOT weighted when calculating the standard GPA. However, Honors classes are weighted by adding 10 points to the final average when calculating the Numeric GPA for the top 10 rankings.

Students who struggle to keep up with the rigor of an Honors/Advanced class may be placed in the regular course at the teacher and administrator's discretion. (The 6-week timeline was removed from this section) The word "child" has been replaced with "student".

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.

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 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 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.

Transportation: Any field trip must require transportation by bus only. The Escambia County School System does not allow transportation by private vehicles.

BUS

It is the position of the Escambia County School System that misbehavior on the bus creates **a danger 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 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. 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.
2. Engage in appropriate behavior at the bus stop.
3. Be respectful and follow the instructions of the driver at all times. (Bus drivers may assign seats to students).
4. Board and leave the bus in an orderly manner at designated stops only.
5. Take your seat promptly and stay seated while the bus is in motion.
6. Keep the aisle of the bus clear at all times.
7. Always keep hands, head, feet, and belongings inside the bus.
8. Talk quietly; the driver needs to concentrate to safely drive the bus.
9. Fighting, shouting, throwing objects or use of obscene language is not permitted.
10. Be absolutely quiet when approaching a railroad crossing.
11. 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.
12. Remain in the seat until the bus comes to a complete stop.
13. Do not leave paper or trash on the bus.
14. Students may only ride their assigned bus unless the parent/guardian provides a written request to school administrators. This written request must be submitted before noon or the request will be denied.
15. 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.
ALTERNATIVE AND COMPASS SCHOOL STUDENTS MAY NOT HAVE ELECTRONIC DEVICES ON THE BUS.
16. No audio or video recording is allowed on the school bus.

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 and follow the online instructions.

Meal prices for the SY **2020-21** are as follows:

	<u>Lunch</u>	<u>Breakfast</u>
2nd Student Meal	\$2.75	\$1.75
Employee	\$3.75	\$2.75
Visitor	\$4.75	\$3.75

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 or with a check payable to the lunchroom where your student attends. Further details are available on our web page at 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 e-mailing 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. 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. Therefore, no fast food or labeled carbonated drinks may be brought into the school cafeteria with competitive wrapping.

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 test 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.
 - o 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 age 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 designees must provide a picture I.D. when checking out a student in all grades. If extenuating circumstance occurs, 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.

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 zeroes for all work missed including classwork, homework, quizzes, tests, and projects – **to be determined by the principal.**
7. Grades 9-12 - Students **will** be given zeroes for all work missed including classwork, homework, quizzes, tests, and projects. **Credit may be denied for excessive unexcused absences as determined by the principal.**

Students in grades K-8 who miss a class due to unexcused tardies or check-outs may be given zeroes for all work missed including classwork, quizzes, tests, and projects.

In addition, students in grades 9-12 who miss a class due to **unexcused tardies or check-outs will** be given zeroes for all work missed including classwork, quizzes, tests, and projects.

Early Warning Truancy Program for grades K - 12:

1. The Early Warning Prevention Program is used in all Escambia County Schools during the **2019-2020** school year. Students can be referred for excessive absences, unexcused absences, trancies, and suspension absences to the program. This program is coordinated by the system's Attendance Officer, with the Escambia County Juvenile Courts and the District Attorney participating.
2. The parent will receive official notification by U.S. Mail.
3. If the parent and student fail to appear at the scheduled Early Warning Program, the parent may receive legal notice and a court referral.

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. At this point the principal and/or attendance officer may serve the parent with "Notice to Appear" in the Early Warning Prevention Program. Principals have discretionary authority to excuse 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. The principal or his designee will make every reasonable effort to contact (by telephone or in writing) the parents of any absent students on the day of the absence.
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 makeup work missed due to excused absences. After 5 days, if the student has not completed work missed, zeroes will be given to the student.

Incentive for Good Attendance/Good Behavior

As incentive for students to attend school regularly, Escambia County Board of Education will allow students in grades 9-12 with 3 or fewer **excused** absences and an A average in the course for the semester and students with no more than one **excused** absence and a 75 or higher average in a course to be exempted from the semester exam for that course(s). Semester exams will be taken by students in grades 9-12 only. Students with **unexcused** absences **WILL NOT** be exempt from semester exams. Students with **10 or more unexcused tardies** for the semester **WILL NOT** be exempt from semester exams. Students with 2 or more office referrals resulting in OCS and/or out of school suspension will not be exempt from semester 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 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. The Interagency

Committee on Youth Truancy Task Force recommendations known as the Early Warning Truancy Prevention Program timeline for reporting truancy will define the truancy status of any student as follows:

First Truancy/Unexcused Absence (Warning)

1. Parent/guardian will be notified by the school principal or his/her designee that the student was truant and the date of the truancy.
2. Parent/guardian 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 (EARLY WARNING)

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 and/or (2) participate in the early warning program provided by the juvenile court.
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 complaint/petition against the child and/or parents/guardians.

Note: Students in grades K-8 MAY be given zeroes for work missed. Students in grades 9-12 WILL be given zeroes 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-6: TARDY 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-6 students who are habitually late.

Grades 7-12: TARDY TO SCHOOL AND TARDY TO CLASS

1. 1st Occurrence - Warning
2. 2nd Occurrence - Two days detention and Parent Notification
3. 3rd Occurrence - One day after school detention or early morning detention and parent written notification
4. 4th Occurrence - Two days of after school detention or early morning detention
5. 5th Occurrence - Three days after school detention or early morning detention
6. 6th Occurrence and all after – The student will be assigned one (1) day of OCS for each instance

Students in grades K-8 who miss a class due to **unexcused tardies or check-outs** may be given zeroes for all work missed including classwork, quizzes, tests, and projects.

Students in grades 9-12 who miss a class due to **unexcused tardies or check-outs** will be given zeroes for all work missed including classwork, quizzes, tests, and projects.

CELL PHONE/SMARTWATCH/OTHER ELECTRONIC COMMUNICATION DEVICES

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

Smartwatches and similar devices are strictly prohibited during instructional day. No exceptions will be allowed.

The use of **personal** electronic devices (including, but not limited to, cell phones, cameras, iPods, iPads, e-readers, laptops, electronic notebooks and tablets, mp3 players, and game systems) is prohibited during the **instructional day** and must not be visible or turned on during the **instructional day** except when such use is necessary for educational or instructional purposes as determined and authorized in advance by a teacher or administrator.

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 next page.

Any improper use of Videos, Cameras, and recording device to record, fight, school-related fights or activities to include school buses is PROHIBITED.

Administrative Disciplinary Action

Visible CELL PHONES will be considered in USE

1. **First Offense:** Students who use an electronic device or cell phone on campus during school hours without advance authorization from an administrator will have the electronic device taken and the parent/guardian will be contacted.
2. **Second Offense:** Students who use an electronic device or cell phone on campus during school hours without advance authorization from an administrator will have the electronic device taken and the parent/guardian will be contacted. The parent/guardian must come in person to retrieve the electronic device. In addition, the student will receive 1 day of On-Campus Suspension.
3. **Third Offense:** 1 day of Out-Of-School Suspension and the parent must come in person to retrieve the electronic device. **NO EXCEPTIONS. The student will be prohibited from possessing a cell phone or electronic device at school for nine weeks.**
4. **Subsequent Offense (s):** 1 day of Out-of-School Suspension and the parent must come in person to retrieve the electronic device. **NO EXCEPTIONS. The student will be prohibited from possessing a cell phone, Smartwatch/similar device or other electronic device for the remainder of the school year.**

The school is **NOT** responsible for the loss, theft, damage, etc., of electronic devices brought on campus.

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

Also, it is left to the discretion of the school principal to approve or not approve the use of electronic devices for instructional reasons at your child's school.

Ear buds and/or headphones are **PROHIBITED** and must **NOT** be visible during school hours except when such use is necessary for educational or instructional purposes.

Alabama State Department of Education Policy

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

1. The possession of a digital device (including but not limited to cell phones, **Smartwatches/similar devices**, 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.

2. 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.

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. Sweep searches and strip searches are usually found to violate a student's fourth amendment rights (Escambia County School System prohibits strip searches).
2. A student athlete has a lesser expectation of privacy than other students.
3. 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.
4. 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. 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.

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

METHODS OF DISCIPLINARY ACTION THAT MAY BE USED BY SCHOOL OFFICIALS

Alternative/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. 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 activity. The student will be prohibited from attending the prom or participating in activities to include athletic events, school dances, or any extra-curricular activities on any school campus.

If a parent/guardian recommends Alternative School for their child, the student must meet the criteria for placement and stay the minimum of 20 days. Under no circumstances will the student be allowed to return to his/her school until the 20-day placement is satisfactorily completed.

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.

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. **School Board Policy 4.2.1**

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 (In-School) (ISS)

Students will be assigned to a designated room where the student is under the supervision of a staff member during one or more periods of the school day. The student will not be allowed any privileges such as break, recess, etc. Students will be required to make up any assignments missed.

Suspension (On-Campus) (OCS)

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.

Students serving OCS time are prohibited from participating in 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.

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 makeup 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 schools 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 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.

Long Term Suspension

Students may be assigned to Long Term Suspension from 11 days to the end of the semester. Students age 17 or older who receive 10 or more days of suspension may be withdrawn from school and placed on long term suspension if it is determined that the student cannot obtain any academic credit for that semester due to failing grades, or unexcused absences.

The student may enroll the next semester.

Parents will be notified of pending withdrawal and given 1 week to appear before the principal or Attendance Officer to show just cause as to why the student should not be withdrawn from school.

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.

Information Dissemination

- A. It is the responsibility of district and school support staffs 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

Dress Code Clarification

- A. Tops for Males and Females
 - 1) All shirts/blouses must have collars and must be white or the school color.
 - 2) No logos larger than a quarter should be on any shirt or blouse.
 - 3) Turtlenecks may be worn in school colors only.
 - 4) All shirts/blouses must be tucked in as part of the uniform.
 - 5) Undershirts worn under the uniform shirt must be white, school color or a combination of. Long sleeve shirts may be worn under short sleeve shirts. Long sleeve shirt must be white, school color, or a combination of.
- B. Pants/Skirts

Khaki or tan uniform style pants are to be worn and fit appropriately at the waist. All pants, Capri pants, shorts, skorts, skirts, and jumpers must be Khaki or tan color. Shorts, skorts, skirts, and jumpers must be no shorter than two (2) inches above the knee. K-1 has an option. They may wear elastic pants or belt looped pants with belt.
- C. Belts

Belts must be worn with pants and shorts that have belt loops in grades 2 through 12. No exceptions. Correct size and length will be worn. End of belt cannot hang down. Belt must be properly buckled at all times.
- D. Shoes
 - 1) Tennis shoes and fully enclosed shoes toe and heel may be worn.
 - 2) **BOOTS for Grades 9-12 ONLY** - are permissible if they go between the ankle and the knee. Pants may NOT be tucked into the boots or shoes. This includes both males and females. When necessary, footwear may conform to special class requirements (Physical education, tech center, agricultural classes, etc.)
 - 3) All laces must be tied and laces must be both of the same color. Shoes must be both of the same color. Slides, clogs, Heelys, or shoes with lights or wheels are prohibited.
 - 4) Socks or tights (solid white, or uniform color) must be worn with shoes.
- E. Outerwear

Coats, jackets, sweaters, sweater vests, and sweatshirts are considered as outerwear and must be worn with a uniform shirt/blouse.

All outerwear must be a school color or a combination of school colors.

School colors are as follows:

- Escambia County High School: Royal Blue and White
- Escambia County Middle School: Green and White
- Flomaton Elementary School: Green and White
- Flomaton High School 7-12: Green and White
- Huxford Elementary School: Navy Blue and White
- Pollard-McCall School – Red and White
- Rachel Patterson Elementary – Red and White
- W. S. Neal Elementary School – Royal Blue, White, and Gold
- W. S. Neal Middle School – Royal Blue, White, and Gold
- W. S. Neal High School – Royal Blue, White, 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, carpenter pants hip huggers or low riders, rubber band on pant legs, bellbottom pants, unhemmed clothing, clothing with cuts, slit, holes, or slashes, No denim or jean fabric bottoms, corduroy, spandex pants, jeggings, leggings, tights, etc. No clothing items tied at the waist, neck or body. Students may not wear earrings larger than an inch in length or width.

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 caps, hats, bandanas, doo rags, hoodies, or hoods from sweatshirts, ear muffs, are to be worn at any time in the school building. Heads must remain uncovered in the building. **Principal discretion may be used for students honoring bona fide religious customs.**
6. No sunglasses are to be worn at any time in the school building.
7. Combs and picks are not to be worn in the hair.
8. No rolling book bags.
9. Gang related apparel is prohibited at all times at school, any school function or school sponsored activity. Items deemed inappropriate under this category are at the discretion of the principal.

STUDENT 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. On Campus Suspension (OCS)
5. Short term suspension – 1 to 9 days

6. Long-term suspension – 10 or more days – student may be referred for Alternative Placement and/or Compass Placement
7. 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 bus
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. Cheating
14. Skipping class
15. Any other violation which the principal or his designee may determine to be minor

NOTE: Teachers must attempt to resolve Group A behaviors when it is appropriate 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. 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 "2nd 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

Disposition 1st Offense	Disposition 2nd and Subsequent Offenses	Disposition 2nd and Subsequent Offenses
<u>Grades K-12</u>	<u>Grades K-4</u>	<u>Grades 5-12</u>
<ul style="list-style-type: none"> • Notify parents/guardians • Conference with administrator, parents/guardians, and student <p style="text-align: center;">UP TO</p> <ul style="list-style-type: none"> • 3 days Suspension 	<ul style="list-style-type: none"> • Notify parents/guardians • Conference with administrator, parents/guardians, and student <p style="text-align: center;">UP TO</p> <ul style="list-style-type: none"> • 5 days Suspension 	<ul style="list-style-type: none"> • Notify parents/guardians • Conference with administrator, parents/guardians, and student <p style="text-align: center;">UP TO</p> <ul style="list-style-type: none"> • 10 days Suspension

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 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
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. Use of the Internet for other than approved academic reasons
12. Excessive Office Referrals
13. Using any audio/video device without prior permission from administration
14. Acts of physical aggression
15. Intermediate bus infractions
16. On-going Group A offenses
17. Any other violation which the principal may determine to be intermediate

Group B

Administrative Disciplinary Actions

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

Disposition 1st Offense	Disposition 2nd and Subsequent Offenses	Disposition 2nd and Subsequent Offenses
<u>Grades K-12</u>	<u>Grades K-4</u>	<u>Grades 5-12</u>
<ul style="list-style-type: none"> • Notify parents/guardians • Conference with administrator, parents/guardians, and student • 1 day OCS – (5-12) <p style="text-align: center;">UP TO</p> <ul style="list-style-type: none"> • 3 days Suspension (K-4) • 5 days Suspension (5-12) 	<ul style="list-style-type: none"> • Notify parents/guardians • Conference with administrator, parents/guardians, and student <p style="text-align: center;">UP TO</p> <ul style="list-style-type: none"> • 3-5 days Suspension 	<ul style="list-style-type: none"> • Notify parents/guardians • Conference with administrator, parents/guardians, and student • 5 days Suspension <p style="text-align: center;">UP TO</p> <ul style="list-style-type: none"> • 10 days Suspension • Alternative School

Students in Alternative School or Compass School will not be allowed on any school campus and cannot participate in school 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, and pager 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 #935; 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. **Cell Phone 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).
13. **School threats** – any such threatening communication directed at a school 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 disorders** – 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. **Threats made by a student to harm themselves and/or others** may require the parents/guardians to seek appropriate assistance through a mental health agency/professional as a condition for the student to return to the Escambia County Public School System. This evaluation will be kept confidential. Upon completion of the evaluation, the mental health agency/professional will provide either in writing or verbally the results of the evaluation and any recommendations concerning the student to the principal and/or counselor. Failure on the part of the family or the student to comply with the recommendations made by the mental health agency/professional may result in the Escambia County Public School System initiating disciplinary actions.
22. **Any other offense which the principal may determine to be major.**

Group C

Administrative Disciplinary Actions

Disposition 1 st Offense	Disposition 2 nd and Subsequent Offenses
<u>Grades K-12</u>	<u>Grades K-12</u>
<ul style="list-style-type: none"> • Notify parents/guardians • Notify appropriate authorities • Conference with administrator, parents/guardians, and student • Up to 10 day suspension and/or Alternative School (if criteria are met) • May include Expulsion up to 1 calendar year (Board Policy 4.2.1) 	<ul style="list-style-type: none"> • Notify parents/guardians • Notify appropriate authorities • Conference with administrator, parents/guardians, and student • Up to 5 day suspension and/or Alternative School or Compass School (if criteria are met) • May include Expulsion up to 1 calendar year (Board Policy 4.2.1)

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 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 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-4**

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

Grades 5-12

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

Disposition 1st Offense	Disposition 2nd and Subsequent Offenses
<ul style="list-style-type: none">• Notify parents/guardians• Notify appropriate authorities• Conference with administrator, parents/guardians, and student• Up to 5 days out of school suspension and 1 semester Compass School (if criteria are met).• 1 semester Alternative School if criteria is not met for Compass Placement	<ul style="list-style-type: none">• Notify parents/guardians• Notify appropriate authorities• Conference with administrator, parents/guardians, and student• Expulsion up to 1 calendar year (Board policy 4.2.1)

DRUGS

All legally prescribed medications, including over the counter medications must be submitted by the parent/guardian to the school office immediately upon 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-4**

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

Grades 5-12

Disposition 1st Offense	Disposition 2nd and Subsequent Offenses
<ul style="list-style-type: none">• Notify parents/guardians• Notify appropriate authorities• Conference with administrator, parents/guardians, and student• Up to 5 days out of school suspension and 1 semester Compass School• If criteria are not met for Compass School, then 1 semester Alternative School• Completion of CLOUD program	<ul style="list-style-type: none">• Notify parents/guardians• Notify appropriate authorities• Conference with administrator, parents/guardians, and student• Expulsion up to 1 calendar year (Board policy 4.2.1)

Students in Alternative School or Compass School will not be allowed on any school campus and cannot participate in school 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-4

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

Grades 5-12

Disposition 1st Offense	Disposition 2nd and Subsequent Offenses
<ul style="list-style-type: none"> • Notify parents/guardians • Notify appropriate authorities • Conference with administrator, parents/guardians, and student • Up to 5 days out of school suspension and 1 semester Compass School (if criteria are met). • If criteria are not met for Compass School then 1 semester Alternative School 	<ul style="list-style-type: none"> • Notify parents/guardians • Notify appropriate authorities • Conference with administrator, parents/guardians, and student • Expulsion up to calendar year (Board policy 4.2.1)

Students in Alternative School or Compass School will not be allowed on any school campus and cannot participate in school 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-4

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

Grades 5-12

Disposition 1st Offense	Disposition 2nd and Subsequent Offenses
<ul style="list-style-type: none"> • Notify parents/guardians • Notify appropriate authorities • Conference with administrator, parents/guardians, and student • Up to 5 days out of school suspension • Completion of the CLOUD Program 	<ul style="list-style-type: none"> • Notify parents/guardians • Notify appropriate authorities • Conference with administrator, parents/guardians, and student • 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 (18 weeks) • Repeated and/or serious violations - Expulsion up to 1 calendar year (Board policy 4.2.1)

Students in Alternative School or Compass School will not be allowed on any school campus and cannot participate in school 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-4**

Disposition 1st Offense	Disposition 2nd and Subsequent Offenses
<ul style="list-style-type: none"> • Notify parents/guardians • Conference with administrator, parents/guardians, and student • Prevention counseling • Possible suspension 	<ul style="list-style-type: none"> • Notify parents/guardians • Conference with administrator, parents/guardians, and student • Prevention counseling • 3 to 5 day suspension

Grades 5-12

Disposition 1st Offense	Disposition 2nd and Subsequent Offenses
<ul style="list-style-type: none"> • Notify parents/guardians • Notify appropriate authorities • Conference with administrator, parents/guardians, and student • Up to 5 days out of school suspension <u>and</u> 1 semester Compass School • If criteria are not met for Compass School then 1 semester Alternative School 	<ul style="list-style-type: none"> • Notify parents/guardians • Notify appropriate authorities • Conference with administrator, parents/guardians, and student • Expulsion up to 1 calendar year (Board policy 4.2.1)

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

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-4

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

Grades 5-12

Disposition 1st Offense	Disposition 2nd and Subsequent Offenses
<ul style="list-style-type: none"> • Notify parents/guardians • Notify appropriate authorities • Conference with administrator, parents/guardians, and student • Up to 5 days out of school suspension <u>and</u> 1 semester Compass School • If criteria are not met for Compass School then 1 semester Alternative School • Completion of the CLOUD Program 	<ul style="list-style-type: none"> • Notify parents/guardians • Notify appropriate authorities • Conference with administrator, parents/guardians, and student • Expulsion up to 1 calendar year (Board policy 4.2.1)

Students in Alternative School or Compass School will not be allowed on any school campus and cannot participate in school 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 same, any tobacco or tobacco products. Possession and/or use of tobacco and smokeless tobacco products to include: counterfeit, imitation and/or look-alike substance, 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

Disposition 1st Offense	Disposition 2nd and Subsequent Offenses
<ul style="list-style-type: none">• Notify parents/guardians• Conference with administrator, parents/guardians, and student• Referral to the School Counselor for Prevention counseling Grades K-4 <ul style="list-style-type: none">• Up to 3 days suspension Grades 5-12 <ul style="list-style-type: none">• Up to 5 days suspension	<ul style="list-style-type: none">• Notify parents/guardians• Conference with administrator, parents/guardians, and student• Referral to the School Counselor for Prevention counseling Grades K-4 <ul style="list-style-type: none">• Up to 5 days suspension Grades 5-12 <ul style="list-style-type: none">• Up to 10 days suspension

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 weapon on school property or a setting under control of the school or school system will be expelled for up to one calendar year. Escambia County Board of Education has a “Zero Tolerance” for any type weapon brought on school campus.**

Firearms/Explosives

Students are prohibited from possessing, using, selling, furnishing, giving away, transferring, distributing, obtaining, or admitting to any of 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 or receiver of any device described above
- Any firearm muffler or silencer
- Any explosive, incendiary or poison gas
 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

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, insuring that due process is followed.

Administrative Disciplinary Action

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

Other Weapons

Students shall be prohibited from possessing, using, furnishing, giving away, transferring, distributing, obtaining, or admitting to any of the same, a weapon of any type or description. Examples include: **Taser**, possessing a knife, razor blade or other edged instrument of like kind or description (e.g. box cutter style knife, Exacto style knife, etc.). Other weapons 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

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

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 or substance not normally considered to be 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-4

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

Grades 5-12

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

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

School Safety, Safety Plans, Pandemics, and Other

Escambia County Schools is committed to providing for 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 I, II, or III 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

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

504 Section of the Rehabilitation Act of 1973 is a civil rights statute that prohibits discrimination/harassment on the basis of a disability in any program or activity receiving federal financial assistance. In particular, Section 504 provides that:

No otherwise qualified individual with a disability in the United States...shall, solely by reason of her or his disability, be excluded from the participation in, be denied the assistance.....

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.

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 251-368-0307. Also, inquiries concerning services applicable to school wide programs should be directed to the Federal Programs Office at 251-368-0306.

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.

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 student access to Google Docs (word processor, spreadsheet, and presentation software) and also allowing teachers and students to share information housed in these file areas with others through Google Drive.

Official Email Address

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

Prohibited Conduct

Student email may not be used in the following ways:

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
 - o electronic chain letters
 - o unsolicited electronic communications
 - o 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.

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.

Non-ECS Devices Policy

ECS maintains a 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.

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 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 allow students to use privately owned electronic devices (including laptops, netbooks, iPods, iPads, cell phones, etc.) to access the ECS wireless network. This wireless access provided to the devices is designed to enhance the students’ educational experience and outcomes. Connecting to the ECS network with personal devices is a privilege, not a right, and it is not a requirement for students. Permission to bring and use privately owned devices is contingent upon adherence to ELI Agreement.

1. Personal devices are to be used only for educational purposes at the discretion of the teacher and/or school administration.
2. Student devices must access only the Internet via the ECS wireless network. Bypassing or attempting to bypass this network through proxies, cellular network cards, tethering, or other means is not allowed.
3. Technical support will not be provided for personal devices. The student must take full responsibility for setting up and maintaining the device. Students are responsible for ensuring their mobile learning device has virus protection and free of any viruses.
4. Personal devices may not be used to record, transmit or post photographs, images, or video of a person or persons on campus during school activities and/or during school hours unless assigned by the teacher as stated by this policy.
5. The school or district assumes no responsibility for lost, stolen, or damaged student devices.

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' instruction 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 furthers 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.

Use of Personally-owned Laptops and other Communications Devices

Personal devices can enhance and enrich learning opportunities both at home and at school. ECS is committed to allowing responsible, learning-centered use of personal devices at school to provide pathways to understanding for our students.

Acceptable personal devices could include but are not limited to cellular phones, PDA’s, Mp3 Players, iOS devices, desktop computers, tablets, laptops, netbooks and any portable storage device.

Student Responsibilities for Use of Personal Devices

1. Use of personal devices during the school day is at the discretion of teachers and staff. Students must use devices only as directed by their teacher.
2. Personal devices must be brought and used at school only with parents'/guardians' permission.
3. The sole purpose of the use of personal devices at school is educational.
4. The use of a personal device is not to be a distraction in any way to teachers or students. Personal devices must not disrupt class in any way.
5. The use of personal devices falls under Escambia County Schools Acceptable Use Policy.
6. Students will not use personal devices outside the classroom unless otherwise directed by their teacher.
7. Students will make no attempts to circumvent the school's network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security.
8. Students will not take or distribute pictures or video of students or staff without their permission (distribution can be as small as emailing/texting to one other person or as large as posting image or video online).
9. The school or school district is not responsible for routine maintenance, technical issues, theft, or breakages that may occur to personal devices while on the school's campus.

Notes to Parents/Guardians Regarding Use of Personal Devices

The school's network filters will be applied to personal devices connected to ECS's network and any attempt to bypass the network filter is prohibited. As appropriate, ECS will place applications on the personal device or direct students to download applications.

ECS will not be responsible for repair or replacement of personally-owned devices. Technicians will be available during the school day for minimal technical assistance. Devices will be brought to school every day with a fully-charged battery. Free wireless access will be provided by ECS while at school. The district is not responsible for personal charges for accessing other wireless connections or other data charges. School-based consequences will be administered for misuse or technology or violation of acceptable use policy.

Each student is responsible for his/her own digital property, and should treat it and use it responsibly and appropriately. ECS takes no responsibility for stolen, lost or damaged devices, including lost or corrupted data on those devices. While school employees will help students identify how to keep their possessions secure, students will have the final responsibility for securing their personal devices and data. Please check with your homeowner's policy regarding coverage of your devices, as many insurance policies can cover loss or damage. ECS is in no way responsible for personal devices that are broken or lost while at school or during school-sponsored activities. Additionally, ECS is not responsible for maintenance or upkeep of any personal device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues).

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.

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

Students could be allowed to check out a device and charger at the end of the day. Permission to check out a device for off campus use will be given at the discretion of administration. Students will not be allowed to check out devices over the weekend, a school holiday, or the summer. Devices **MUST** be returned the next school day charged and ready to 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. Students who check out of school early will turn in their device to the office upon checkout. 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. 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.

GLOSSARY

These terms may or may not be used in this Code of Student Conduct; however, you may hear them in meetings; conferences; conversations with teachers, administrators and your student.

AMSTI – The Alabama Math Science and Technology Initiative (AMSTI) Section of the Alabama State Department of Education seeks to improve math and science teaching statewide. Its mission is to provide all students in Grades K-12 with the knowledge and skills needed for success in the workforce and/or postsecondary studies (college and career ready).

CIPA – The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet.

ECS – Escambia County Schools

ELI – Engaged Learning Initiative

ESSA –Every Student Succeeds Act, a bill approved by Congress in December 2015 to grant states more flexibility for strategic, customized plans for education. ESSA replaces No Child Left Behind (NCLB). ESSA encourages states and schools to innovate, while at the same time maintaining a focus on accountability, an emphasis on state and local systems of improvement, and a more balanced assessment system.

FERPA – Family Educational Rights and Privacy Act

GPA – grade point average

IDEA – Individuals with Disabilities Education Act

IEP – An Individualized Education Program is a written education plan designed to meet a child's learning needs.

INOW – The InformationNow portal allows parents to view their child's academic information, including attendance and grades.

LEA – Local Education Agency (Board of Education)

School Jurisdiction – On campuses, any on or off campus school related activities, school buses, bus stops, or any other Board of Education owned properties

STEM – Science, Technology, Engineering and Math

NOTES

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 47)

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).

Parent/Guardian Signature

Date

Eligible Student Signature (18 years of age or older)

Date

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 49)

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.

Parent/Guardian Signature

Date

Student Signature

Date

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.