

## FORWARD

The Dauphin Jr. High School Student Handbook is prepared and presented to you by representatives of the faculty, staff, students and administration of Dauphin Junior High School.

This handbook should not be considered solely as a rulebook but rather as an information book to help you in all aspects of student life at school. No handbook can be all-inclusive. **There will be situations that might arise which are not covered in this handbook. These will be dealt with on an individual basis.** Anytime that a large group of people come together to live and work, it is necessary that rules of conduct be formulated to protect the interests of all concerned. IT is in this spirit that this handbook has been formulated.

It shall be the policy of Dauphin Junior High School not to be discriminate in any of its practices on the basis of national origin, ethnic group, religious belief, race, sex or handicap.

## Dauphin Junior High School

### Vision and Beliefs Statement

The vision of the Enterprise City Schools is to prepare student graduates to be successful in realizing their personal, educational, and professional ambitions.

We believe the following:

Each student is a valued individual with unique physical, social, emotional and intellectual needs.

- Student learning is the chief priority of the school.
- All students can learn.
- The commitment to continuous improvement is imperative if DJHS is going to enable students to become confident, self-directed, lifelong learners.
- Teachers, administrators, parents, and the community share the responsibility for advancing the school's beliefs.
- A student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.
- A safe and physically comfortable environment promotes student learning.
- Students learn best when they are actively engaged in the learning process.
- Students learn in different ways and should be provided with a variety of instructional approaches to support their learning.
- Students' learning needs should be the primary focus of all decisions impacting the work of DJHS.

### Statement of Student Learning

The students of Dauphin Junior High School are expected to learn the objectives stated in the Alabama Course of Study as measured by student performance on the Stanford 10, the Alabama Reading and Math Test, and the Alabama High School Graduation Exam. The state course of study is taught within the framework of student learning goals as outlined in the National Study of School Evaluation materials and measured by the "Survey of Goals for Student Learning."

Eighth grade students are expected to pass English, math, science, social studies, physical education, and an elective. They must pass 5 out of the 6 subjects listed above with a 60 or better in order to be promoted to the ninth grade. Ninth grade students must pass English (1 Carnegie unit) and four of the following subjects with a 60 or better in order to be promoted to the tenth grade: math (1 Carnegie unit), science (1 Carnegie unit), world history (1 Carnegie unit), physical education or an approved elective (1 Carnegie unit), health (1/2 Carnegie unit), and computer applications (1/2 Carnegie unit).

Student learning at Dauphin Junior High School is enriched by teaching across the curriculum. Technology is used as a tool for student learning. The school website <http://dauphin.enterpriseschools.net> is a student self-evaluation tool as well as a tool of communication amongst the school, students, parents, and community stakeholders.

### **NOTIFICATION**

This school has some materials that contain asbestos. These materials are under an asbestos management program and pose no health hazard. An asbestos management plan is available in the school office.

### **MAJOR PROVISION OF ACT 93-368**

Act 93-368 attaches schools attendance standards with the right to retain, apply, renew, or reinstate a driver's license or learner's permit to operate a motor vehicle. This act becomes effective immediately.

The act states that the Department of Public Safety will deny a driver's license to any person under the age of 19 who does not present a diploma or other certificate of graduation or documentation that the person (1) is enrolled and making satisfactory progress in a course leading to a general educational development (GED) from a state-approved institution or organization, or has obtained the certificate; (2) is enrolled in a secondary school in this or any other state; (3) is participating in a job training program approved by the state Superintendent of Education; (4) is gainfully employed; (5) is a parent with the care and custody of a minor or unborn child; (6) has a physician's certification that the parents of the person depend on him/her as their sole means of transportation; (7) is exempted from this requirement provided in this act pursuant to Chapter 28 commencing with Section 16-28-1 of Title 16 of Code of Alabama, 1975, as amended.

The school principal and Superintendent have the responsibility upon request of the Department of Public Safety to provide documentation of the enrollment status of any student fifteen (15) years old or older who applies for an original, renewal or reinstatement of a driver's license.

Whenever a student sixteen (16) years of age or older withdraws from school, the principal and/or Superintendent shall notify the Department of Public Safety of the withdrawal. Withdrawal is defined as more than ten (10) consecutive or fifteen (15) days total unexcused absences during a single semester. Within five (5) days of receipt of notification from school officials, the Department of Public Safety shall send notification to the licensee that his/her driver's license or learner's permit will be suspended on the thirtieth (30) day following the date of notification.

The local Superintendent of Education with the assistance of the school principal shall be the sole judge of whether the withdrawal is due to circumstances beyond the control of the person. Suspension or expulsion from school or imprisonment in a jail is not a circumstance beyond the control of the person.

### **MAJOR PROVISIONS OF ACT 93-672**

Act 93-672 deals with responsibilities parents have in ensuring their children enroll, attend and behave in school. Basically, this act relates to the responsibility of the parent, guardian, or person in charge of a child to ensure that the child enrolls, attends and conducts himself/herself properly as a pupil. It requires principals and superintendents or designees of superintendents to report suspected violations to the District Attorney.

The law states:

*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 school, denominational school, or parochial school or be instructed by a private tutor, or fails to require the child regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with a written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor and , upon conviction, shall be fined not more than one hundred dollars (\$100) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal teacher of the school he or she attends or should attend, or of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section.*

The law further states:

*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 a written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be reported by the principal to the superintendent of education of the school system in which the suspended violation occurred. The superintendent of education or his or her designee shall report such suspected violations to the district attorney within 10 days. Any principal or superintendent of education or his or her designee intentionally failing to report such a suspended violation shall be guilty of a Class C misdemeanor.*

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**DAUPHIN JUNIOR HIGH SCHOOL  
FACULTY AND STAFF**

Dr. Aaron Milner .....	Principal
Mr. Trent Trawick .....	Assistant Principal
Mrs. Judy Thomas .....	Counselor
Mr. Alonzo Barkley.....	History
Ms. Michaela Cadden.....	English
Mrs. Robyn Carr.....	English/Science
Mrs. Brooke Cavanaugh.....	History
Mr. Jay Cobb .....	Computers
Mr. Shane Croley.....	History
Mrs. Megan Driggers.....	English
Mr. David Edgar.....	Science/Health
Mr. Vohn Enloe.....	Science
Mr. Scott Glenn .....	Physical Education
Ms. Yvonne Grant .....	Math
Mr. Rob Grice.....	Band
Mrs. Alison Hancock.....	History
Mrs. Penny Harrell.....	CPE
Ms. Patsy Holland .....	Physical Education
Mrs. Laura Howard .....	Math
Mrs. Celia Landers.....	Art
Mrs. Dixie Lavender.....	Health
Mrs. Sabrina Lewis.....	English
Mr. Eric Mancil.....	Choral Music
Mrs. Morgan McCoy.....	Science
Mrs. Lydia Rogers.....	Special Education
Mrs. Ginger Scarbrough.....	Media Specialist
Mr. Jason Searcy .....	History
Mrs. Julie Smith.....	Reading
Mrs. Ashley Snellgrove.....	Science
Ms. Melissa Stewart .....	Math
Ms. Alice Still.....	Science
Mrs. Stacey Tyson.....	Math
Mrs. Stephanie Walden.....	History
Mrs. Charis Wallace .....	Math
Mr. John Wells.....	Special Education

**SUPPORT PERSONNEL**

Mrs. Brenda Booth.....Lunchroom  
 Mr. Eric Brunson.....Special Ed. Aide  
 Ms. Ruth Bullard.....Lunchroom  
 Mr. Rex Bynum.....Special Ed. Aide  
 Mrs. Yazmin Carman.....ESL Aide  
 Ms. Lynn Harrison.....Lunchroom Manager  
 Mrs. Cassandria Hart.....Nurse  
 Mrs. Amy Horner.....Special Ed. Aide  
 Mr. Rex Hutcherson.....Custodian  
 Mrs. Joy Milliner.....Secretary  
 Ms. April Nelson.....Lunchroom  
 Mrs. Jackie Smith.....Custodian  
 Mrs. Vernet Toomey.....Clerical Aide  
 Mrs. Jennifer Ward.....Special Education Aide

**DAILY SCHEDULE**

Locker Bell	7:40		
Halls Cleared	7:45		
Tardy Bell	8:00	4th Period	11:28 - 1:02
Current Events	8:00 – 8:15	1st Lunch	11:28 - 11:59
1 <sup>st</sup> Period	8:15 – 9:12	2nd Lunch	11:59 - 12:30
2 <sup>nd</sup> Period	9:16 – 10:13	3rd Lunch	12:30 - 1:02
Break	10:13 – 10:23	5th Period	1:07 - 2:04
3 <sup>rd</sup> Period	10:27 – 11:24	6th Period	2:08 - 3:05
Clear Building	3:12		

## Enterprise City Schools Calendar 2010-2011

August 18, 2010	Teachers Begin Work
August 18, 19, 20, 2010	Professional Development/Work Days
August 19, 2010	Open House 6:30-7:30 (DJHS Only)
August 23, 2010	First Full Day for Students
September 6, 2010	Labor Day Holiday
October 11, 2010	Columbus Day Holiday
October 18, 2010	Parent Visitation Day (Schools <u>Are</u> in Session)
November 1, 2010	First Day of Second Nine Weeks
November 11, 2010	Veterans Day Holiday Observed
November 22 – 26, 2010	Thanksgiving Holidays
December 17, 2010	Christmas Holidays Begin at End of School Day
January 4, 2011	Professional Development/Teacher Work Day
January 4, 2011	School Opens for Students After Christmas
January 17, 2011	King/Lee Holiday
January 21, 2011	Last Day of First Semester
January 24, 2011	First Day of 3 <sup>rd</sup> Nine Weeks and 2 <sup>nd</sup> Semester
February 21, 2011	Presidents Day Holiday
March 25, 2011	Professional Development/Teacher Work Day
April 4, 2011	First Day of Fourth Nine Weeks
April 18 – 22, 2011	Spring Break
April 25, 2011	School Resumes After Spring Break
May 30, 2011	Memorial Day Holiday
June 9, 2011	Last Day for Students
June 10, 2011	Last Day for Teachers

### Progress Report Days

September 29, 2010  
December 8, 2010  
February 23, 2011  
May 11, 2011

### Report Card Days

November 3, 2010  
January 26, 2011  
April 6, 2011  
June 10, 2011

### **Academic Program**

Promotion standards for grades 8-9 as established by the Enterprise City Board of Education

<b>Grade</b>	<b>Must successfully complete:</b>
From Eighth to Ninth	5 of the following 6 English Math Science Social Studies Physical Education Elective
From Ninth to Tenth	English (1 Carnegie Unit) 4 of the following: Math (1 Carnegie Unit) Science (1 Carnegie Unit) World History (1 Carnegie Unit) Physical Education (or approved elective -1Carnegie Unit) Health (1/2 Carnegie Unit) Computer Application (1/2 Carnegie Unit)

"A student must successfully complete at least 5 units of credit before being promoted to the 10<sup>th</sup> grade.

A student who fails 2 units of credit may be promoted upon successful completion of 1 unit of credit in summer school. Should 1/2 or 1 of the 2 units of credits failed be in English, the student will be required to successfully complete the 1/2 or 1 unit of English in summer school before being promoted to the tenth grade. Should a student fail 2 1/2 or more units of credit for the year, he/she shall be retained in the ninth grade.

A student must successfully complete all ninth grade units of credit before being allowed to graduate from Enterprise High School.

While a student is in attendance at Dauphin Junior High School it should be noted that 9<sup>th</sup> grade is a student's freshman year of high school. One (1) credit will be awarded for the passage of each class at the conclusion of the school year.

### **GRADING AND REPORTING SYSTEM**

All any school has to offer is the opportunity for people to learn. Pupils who refuse this opportunity are wasting the taxpayer's money and their own time. You are advised to use your study time in school and to plan on at least an hour of study at home daily. Some pupils will find it necessary and desirable to study more and some pupils will need less. Grades are an evaluation of what you have learned. They become part of a permanent record that lasts as long as you live. Institutions of higher learning, potential employers, and the various military services are interested in your school records. We only keep them — you make them. Report cards are issued every nine weeks. Academic grades (A, B, C, D, F) encompass an evaluation of homework, test grades, class work, quizzes, reports, projects, and participation.

Report cards are issued in each subject to each student at the end of each nine week interval. A numerical grade indicates the student's achievement for the preceding nine week period in that subject.

Enterprise City Schools have adopted the following grading scale:

A-	90-100
B-	80-89
C-	70-79
D-	60-69
F-	0-59

### **PROGRESS REPORTS**

All students will be given a report around the mid-point of the reporting period. This report will relate the current standing of the student and make possible recommendations for improvement. It is the responsibility of the student to see that parents receive such reports, (see dates page 2). Students are required to return their progress report each nine weeks signed by a parent. Failure to return this report in a timely manner will result in either break or after school detention. Students are requested by each teacher to keep a list of their grades in their notebooks at all times. Parents should be able to check their grades at any point in time.

### **GUIDANCE SERVICES**

All faculty members at Dauphin Junior High School are interested in each student's social, physical, emotional, and intellectual development. All are willing to help students with problems that may arise. There may be times however, when a student needs the specialized services of a qualified counselor. Students and parents are encouraged to get to know the counselor personally in order to take advantage of the many services that are available to the students.

**BUILDING BASED STUDENT SUPPORT TEAM**

Dauphin Junior High School has a Building Based Student Support Team (BBSST). The Team takes referrals from teachers who have identified at-risk students for either academic or behavioral problems. The goal of the Team is to provide support in regular classroom programs to enable each student to be successful academically and behaviorally. Mr. Trawick is the chairperson of our Building Based Student Support Team.

**STUDENTS WITH DISABILITIES**

The Enterprise City School System provides appropriate educational opportunities to students with disabilities, ages 3-21. Our school system ensures that a free, appropriate, public education, consistent with standards established by state and federal regulations will be provided to all students with disabilities. Contacts for the system's services to special needs students are:

Special Education Coordinator	Section 504/ADA Coordinator
Special Projects Center	Special Projects Center
Phone: 334/347-4287	Phone: 334/347-4287

**PARENT-TEACHER CONFERENCES**

Teachers welcome the opportunity to meet with parents and to discuss problems of any nature. To schedule a conference the parent(s) should contact the guidance counselor (Mrs. Thomas) in advance. Unless there are extenuating circumstances conferences will be scheduled Tuesday through Thursday at 3:10. Parents should come to the office and the secretary will notify the teachers and guidance counselor of the conference appointment and location.

**FEES**

In order to maintain the standards of instruction at Dauphin Junior High School, it is necessary to charge some fees in order to provide laboratory and expendable materials necessary to maximize instruction. The following fee schedule has been adopted by the Enterprise Board of Education:

- Advanced Art .....\$10.00 a year
- Arts & Crafts .....10.00 a year
- Beginning Band .....10.00 a year
- Concert Band .....10.00 a year
- Varsity Band.....10.00 a year

Despite the necessity of providing some materials by charging fees, no student will be denied entrance to a course if he is deemed to be unable to pay a fee according to standards established by the Enterprise City Board of Education and requests such exemption.

**All fees must be paid by Friday, August 27, 2010.**

### **LOCKERS**

Lockers are provided for the convenience of the students. Combination lock service rental is \$7.00 a year. Rental fee for this lock service should be paid to their first period teacher. Students are not to share lockers.

The school reserves the right to search a locker without the presence of the student using the locker, provided there is reason or probable cause to do so. (Examples: Drugs, alcohol, stolen property, weapons, missing books, etc.)

### **TEXTBOOKS**

The State of Alabama provides textbooks for students at no charge. However, should a student lose or damage a state owned textbook, he must pay to the school a restitution fee. It is the student's responsibility to keep up with his/her books.

Numbers have been placed in all books for identification purposes. The number must not be removed or altered. Books without their original number or having altered numbers will not be accepted. Students are strongly encouraged to cover their books. This helps to prevent damage.

### **RETURNED CHECKS**

The Enterprise City School Board of Education has an agreement with TigerTranz for the collection of all returned checks issued to all locations. The Board will require the following on all checks:

- Full Name
- Street Address
- Home Phone Number

If your check is returned, it will be forwarded automatically by the Enterprise City School Board of Education's bank to TigerTranz and will be out of the school system's hands. TigerTranz will contact you in order to collect the face amount of the worthless check plus a collection fee. The amount of the collection fee is currently \$30.00. The fee is subject to change as allowed by law. If you do not properly respond to TigerTranz or TigerTranz is unable to contact you, TigerTranz will represent your check to the bank electronically. Fees could also be deducted from the same account.

### **SCHEDULE CHANGES**

Students and their parents are urged to give consideration to courses that will be taken each year. A definite decision should then be made, and once registration is completed, changes should not be requested. No schedule will be changed unless one or more of the following conditions exists:

1. A clerical error was made.
2. A school administrator approves the changes.

### **STI HOME PAGE**

STI Home is available to all students enrolled at Dauphin Junior High School. STI Home allows parents and students to view grades, attendance, discipline and other important information for each of their classes. Parents are encouraged to utilize this service in order to track their child's progress. Parents may attain their child's pin number and directions for utilizing this service in the school office.

**(DUE TO A CONVERSION OF SOFTWARE FOR STI, STI HOME WILL NOT BE AVAILABLE AT THE BEGINNING OF THE 2010 SCHOOL YEAR. INFORMATION CONCERNING THE NEW STI HOME WILL BE SENT HOME WITH STUDENTS AT A LATER DATE.)**

## GENERAL INFORMATION

### ABSENCES

It is important you be in school each day. When it is absolutely necessary that you be absent, you are to bring a note stating the reason for your absence to the office before school. (The note should give the date you were absent, the reason you were absent and be dated and signed by your parent or legal guardian.)

**You should present such notes to the office before school on the day you return to school following any absence. However, the note from your parent or legal guardian must be given to the office on or before the conclusion of the third day. Even though a student is signed out by a parent, a note stating the reason for the absence from a class or classes must be presented to the office on or before the conclusion of the third day.** If no such note or excuse slip is presented to the office within the three days, the absence will be considered unexcused (3x). All absences will count toward the twenty day absentee policy except 1m, 5x, 7x, 8x, and S (S will count towards Early Warning Court Intervention) (see code.) Parents and guardians are encouraged to call the school at 347-1141 before 8:30 a.m. to notify the office of the reason for your child's absence. **NOTE: A WRITTEN EXCUSE IS STILL REQUIRED.**

*Important: - See Minimum Attendance Standards in the Board Policy Section*

The State of Alabama and Dauphin Junior High School use the following coding of absences.

1. Student too ill to attend school - **Excused**
  - a. 1x – illness (counts against 10 day limit)
  - \* b. 1m - medical-related illness (must be verified by doctor or health officer)
- 2x Student working - **Unexcused**
- 3x Student failed to bring a written excuse within three-day limit following an absence - **Unexcused**
- 4x Truancy - **Unexcused**
- \*5x Inclement weather conditions determined by the school system
- 6x Student brought in an excuse but reason is unacceptable or not covered in code - **Unexcused** (Work missed may be made up for this excuse)
- \*7 (a) Legal quarantine (b) death in the immediate family (c) emergency conditions as determined by the principal - **Excused**
- \*8 Student absent from school with **prior permission** of the principal and consent of parent - **Excused** (The student must obtain prior permission from the principal for any non-related school activity or trip in order for the absence to be excused.)
- \*S Suspension (One point will be deducted from each class per day that a student is suspended.)

*\*Not used in computing absences to determine compliance with Minimum Attendance Standards.*

In order to keep parents informed and to insure that student attendance requirements are being met, the following notification procedures were implemented beginning with the 1989-90 school year. Only those absences which count toward the 10-day limit are considered in following these procedures.

1. When a student has accumulated 3 absences from a class within a semester, the parent(s) or legal guardian(s) shall be notified in writing. A copy of the letter shall be sent to the school system's attendance supervisor.
2. When a student has accumulated 6 absences from a class within a semester, the parent(s) or legal guardian(s) shall be notified in writing. A copy of the letter shall be sent to the school system's attendance supervisor who shall then notify the juvenile district judge.
3. The same procedures as those outlined in #2 above shall be followed when a student has accumulated nine and ten absences from a class within a semester.

*\*In addition to the above procedures, additional corrective measures might be employed by appropriate school officials and/or the school system's attendance supervisor.*

### EARLY WARNING COURT INTERVENTION

When a student has accumulated 3 days of unexcused absences (3x, 4x, 6x, S, Sk) a letter will be sent in order for the legal guardian to address the student's unexcused absences with the school administration. Parents may contact Dr. Milner, Mr. Trawick, or Mrs. Thomas in order to address these absences.

In accordance with state law, a student who has been absent five (5) or more days unexcused will be referred to the Coffee County Juvenile Probation Office. The accumulation of five absences in the

following categories will result in the student being referred to Coffee County Juvenile Probation for early warning court intervention (3x, 4x, 6x, S, Sk).

### **EXTENDED ABSENCES**

Students in grades K-9 who are absent more than twenty (20) days in a school year shall not be eligible for promotion to the next grade. Students in grades 10-12 who are absent from a course more than eight (8) days in a semester shall not be eligible to receive credit for that course. Cases of extended hospitalization or sickness requiring a student to remain homebound by order of a physician will be dealt with at the discretion of the instructional and administrative staff. (See Board Policies)

### **LEAVING SCHOOL**

The administration and faculty discourage students from leaving school during the school day unless it is absolutely necessary (illness, emergency, etc.).

In cases of illness, the student **MUST** see the school nurse and gain permission to check out of school. If it becomes necessary for a student to check out of school, a parent or legal guardian must sign their child out of school through the principal's office.

Students must **NEVER** leave school without first checking out through the office. Violation of this rule will result in the student being charged with truancy. **Even though a student is signed out by a parent, a note stating the reason for the absence from a class or classes must be presented to the office on or before the conclusion of the third day.**

### **TRUANCY**

Truancy is defined as an unexcused absence without the knowledge or consent of the parent or legal guardian and the school.

Students charged with a first offense truancy will receive a zero for any graded work done in the classes missed due to truancy. If no graded work was missed, one point will be deducted from the final average for that nine weeks. (See Board Policy)

Upon the second offense of truancy the student will be suspended 3 days and must return accompanied by a parent or legal guardian. On the third offense of truancy a student will be suspended 5 days and receive a letter of probation. On the 4<sup>th</sup> offense of truancy a recommendation for expulsion will be submitted to the board of education. If no graded work was missed during days of suspension, one point per day of truancy per subject will be taken from the final average for that nine weeks. (See Board Policy). Students may not make-up work completed or turned in during time out of class due to truancy; however, class work turned in or completed during a time of suspension may be made up.

### **SUSPENSIONS**

Any student suspended from school for any reason shall have one point taken from the final average for the nine weeks in all courses for each day the student is suspended from school. A student who has been suspended from school will be required to make up all work missed due to being suspended from school. Failure to make up work will result in a grade of zero. **It shall be the student's responsibility to check with each teacher concerning any work missed during the suspension and make-up all work within 5 days.**

A student suspended from school will not be allowed to attend or participate in any school related functions during the period of suspension.

Any student who is suspended from school because of misconduct will be allowed to return to school only when accompanied by a parent or legal guardian for a conference with the principal or his designee concerning the problem.

### **CORPORAL PUNISHMENT**

See Board Policy on Page 28. Parents who do not prefer corporal punishment as a method of discipline should indicate so on the student handbook / internet permission signature on the last page of this guide under comments.

## HOMEWORK

Junior High school students are old enough and should be responsible enough to remember, track, and complete homework assignments. Parents are encouraged to check with their child daily as to any homework assignments that need to be completed. These assignments may be obtained through accessing our schools website @ <http://dauphin.enterpriseschools.net> or on STI home.

## MAKE-UP WORK

All class work and tests missed due to suspension, illness or other excused absences must be made up within **five days** after the student returns to school. **If a student misses an announced test or assignment because of any reason including attendance of school related activities, the teacher may require the student to make up that test or assignment on the first day of the student's return to class.** The teacher will determine when the test or assignment is to be made up within the five day period. (The five-day guideline may be extended with the approval from the principal in case of extended excused absences). **It is the students responsibility to check with each of his/her teachers concerning make up work.**

## TRANSPORTING STUDENTS TO AND FROM SCHOOL

In an effort to assist the parents who pick their child up in the afternoon and to better provide for the student's safety **we are requesting that parents pick their child up as close to the main entrance as possible. Students who are being picked up by their parents will be instructed to wait along the front side walk, away from the bus area. Only bused students are allowed in the bus area.**

On rainy days, by necessity, bus students will report to the gym and be seated until their bus arrives. Car riders will report to the front lobby and wait until their transportation arrives. Since traffic on these days becomes very congested, parents are encouraged to be very cautious when entering and leaving the front drive.

The faculty and administration ask all parents to assist us by instructing their child to report directly to campus when coming to school each day.

Due to the amount of traffic and the limited access to the school, we hope that the parents realize that we cannot allow students to loiter across the street from school or around the sign and flag pole in front of the school.

## WITHDRAWALS

Students planning to withdraw from Dauphin Junior High School must be accompanied by a parent the day before they withdraw so permission forms may be signed. **It is necessary that the students parent/legal guarding have the student's new school immediately request official records from Dauphin Junior High School.**

All textbooks and library books must be returned before records are cleared. If a book has been lost or damaged, the student will be required to pay replacement costs. Breakfast and lunch accounts must also be cleared.

## MEDIA CENTER

Dauphin Junior High School provides a modern media center to meet the needs of the students. Materials are carefully selected to enrich the curriculum and provide recreational reading. The following rules have been established to provide services to all students.

1. The media center will be open from 7:40 A.M. until 3:30 P.M. Monday - Friday; 7:40 A.M. until 3:05 P.M.
2. Students are expected to maintain an atmosphere favorable to study.
3. All students coming to the media center during regular class times must sign in on the sign-in sheet located at the circulation desk.
4. Books are circulated for 2 weeks. A fine of \$.10 a day will be charged for overdue books.
5. Reference books, periodicals, vertical file materials and reserve books are circulated for overnight use. These materials must be returned during current event. A fine of \$.25 a day will be charged for overdue materials.

6. Students will be responsible for all materials charged out in their name. (Please do not loan materials charged in your name to other students. Students may not charge out materials for another student).
7. Computers housed in the media center may be used on a first come first serve basis. Disks, jump drives, CD's etc., must be approved by the LMS prior to use. Work done in the media center may be saved on disks provided by media center staff to be completed within the center at a later time. The media center disks can not leave the media center.
8. Internet connections are provided in the media center for student use. Students using the internet must have a signed internet permission on the last page of this guide. Students found in violation of this internet agreement will have their internet privileges suspended indefinitely. Each student must sign-in at the reference desk and record the subject to be researched before going on the internet. During heavy use periods time-limits will be placed on internet usage.
9. Students are not permitted to bring food, drinks, or book bags into the media center.

The media center provides the following production services:

1. Photocopy services - .25 each
2. Transparencies - a foot in length (18" wide)
4. Computer printouts – Black/White .10 cents Color .50 cents
5. Video production - No charge for use of equipment

#### **CAFETERIA**

It is important for boys and girls of junior high age to have a wholesome lunch. This is essential to maintain good health and to enable the students to do their best work. Each student is expected to eat in the lunchroom or bring a lunch from home. **Students are no longer allowed to leave campus for lunch.** Food and drinks are not to be taken out of the lunchroom. Parents and friends are asked not to send fast food to school for students.

#### **ENTERPRISE CITY SCHOOLS CHILD NUTRITION PROGRAM**

Enterprise City Schools participate in a federally subsidized feeding program. Free and reduced meals are available for those who qualify according to federal guidelines. **Family applications** will be sent home at the beginning of the school year. Parents should fill out **one application per family and list all children in household on the same application under part 1.** Approved applications must be on file in the office in order to receive free or reduced meals. Your application may be checked by school officials at any time during the year. All students who were in the Enterprise City Schools last year and were eligible for free or reduced price meals will continue receiving free or reduced price meals for a limited time until the new forms are processed. New forms must be filled out each year in order to receive free or reduced meals.

A meal account will be maintained by computer for each student. Money may be deposited in the meal account for any amount. Each student will be assigned a PIN with which to access meal account by entering PIN into Numeric Pad as they go through the meal line. Money will be collected in the lunchroom each day from 7:15 until 8:00. Parents may also visit [www.MealpayPlus.com](http://www.MealpayPlus.com) to register and make online payments using students ID number or make payments by telephone by calling (866) 563-7570 for a 4.75% per transaction convenience fee. No refunds will be given out at the end of the

school year unless the student is leaving the Enterprise area. The balance will remain in the student's account for the next school year.

Breakfast will be served each morning from 7:25 – 7:55. Breakfast will be unavailable after 8:00, therefore, parents are encouraged to bring children who will be eating to school before this time.

If a student has a food allergy to milk, nuts, etc., we must have a doctor's note on file. The child may bring his or her own non-carbonated drink or we will provide water or juice. The price of the meal is the same with or without the milk.

Please **do not** send fast food or soft drinks for your child's lunch. Also, parents should not bring fast food items during special lunch events.

### **Prices are as follows:**

#### **BREAKFAST**

STUDENT	1.00
REDUCED STUDENT	.30
BOE EMPLOYEE	1.25
VISITOR	2.25

#### **LUNCH**

STUDENT	2.00
REDUCED STUDENT	.40
BOE EMPLOYEE	2.75
VISTIOR	3.25

#### **PARKING**

Students riding bicycles or motorcycles to school must leave them in the designated areas. Other students should stay away from these areas.

Students riding motorcycles must be licensed and have their vehicle registered. Registration forms are available in the office.

**No student cars are allowed on campus.** (We have been asked to inform our students that they are NOT to park their cars in the parking lot of the shopping center across the street).

## TELEPHONE

**Students will not be allowed to use the phone in the office except in cases of emergency or illness. In case of illness, students should report to the school nurse. Parents will be called from her office. Students will not be allowed to accept telephone calls or phone messages except in cases of emergency.**

So as to keep the phone lines open, parents are asked to refrain from calling the school during severe weather. Should an emergency occur the parents will be notified by public service announcements on the radio and/or our school systems "Alert Now" phone system.

## CELL PHONES

Students are permitted to bring their cell phone to Dauphin Junior High School. While this is done as a convenience to parents and students, the following restrictions apply to the possession of cell phones on campus.

1. Cell phones are to be turned off **upon entering** the building.
2. Cell phones **are not** to be seen or heard during the school day. This includes before and after school while in the school building.
3. Students are **required** to leave their cell phone in their **locker** throughout the duration of the school day.
4. Dauphin Junior High School **is not** responsible for the loss or theft of any cell phone.  
(See Enterprise City School Board Policy D51)

The following penalties will be incurred by students who violate the cell phone policy.

**1<sup>st</sup> Offense**- Cell phone taken up from student and choice of detention (3 hours) or corporal punishment (3 licks).

**2<sup>nd</sup> Offense**- Cell phone taken up from student and a 1 day suspension.

**3<sup>rd</sup> Offense**- Cell phone taken up from student and a 2 day suspension.

**4<sup>th</sup> and subsequent offenses**- 3 to 5 days suspension.

**\*Phone will be returned to parent only after each offense!!!!!!**

## EMERGENCY AND DISASTER PROCEDURES

A severe weather, fire and disaster procedure has been developed for Dauphin Junior High School. **All** teachers have a copy of the plan in order to familiarize students with these procedures. Students are expected to cooperate and follow all instructions during emergency situations. **The warning for fire is one long sustained ring of the bell. The warning for a tornado is a series of short rings of the bell.**

## GIFTS AND ITEMS SENT TO SCHOOL

Parents and friends are asked to refrain from sending fast food or gifts to school for students (i.e. flowers, balloons, etc.). Due to the many activities taking place, it is very difficult for the staff to deliver these and it has a tendency to disrupt classes.

## **TARDIES TO SCHOOL AND CLASS**

**Unexcused tardiness will not be tolerated.** When arriving late or returning to school, students must get a tardy admit from the office before being admitted to class. Tardies will not be excused because of car trouble, oversleeping, or the alarm clock not working.

A teacher may require students who are tardy to class to report to them during break or after school for detention. Excessive tardies will be dealt with as a discipline problem by the assistant principal. Students tardy to first or third period must obtain a tardy admit from the office.

Upon entering the building, students should report immediately to their locker and collect materials for their 1<sup>st</sup> and 2<sup>nd</sup> period classes.

The following procedures will be followed in dealing with unexcused tardies to school and to regular classes.

1. 4<sup>th</sup> unexcused tardy to school or class within a semester- choice of corporal punishment (2 licks) or detention (2 hours).
2. 5<sup>th</sup> unexcused tardy to school or class within a semester- choice of corporal punishment (3 licks) or detention (3 hours).
3. 6<sup>th</sup> unexcused tardy to school or class within a semester- (detention-4 hours)- (a letter concerning tardies will be sent home to parents)
4. 7<sup>th</sup> unexcused tardy to school or class- (one day suspension from school) Subsequent unexcused tardies to school or classes within a semester will result in additional days of suspension.

## **CONDUCT**

It is the responsibility of the staff and administration to set the tone for the educational progress of the students within the building. Students should be aware that the regulations related to students' dress, expected behavior, or procedures are not necessarily limited to the guidelines in this parent/student guide. Extreme styles, fads, or circumstance not covered will be treated as inappropriate by the administration. Students will be expected to do their part in maintaining the appropriate atmosphere and will be required to follow all direction given by staff. Failure to do so will be considered as insubordination and will unfortunately subject the student to disciplinary action. If students have questions regarding any circumstances not listed, the student should check with his/her principal before participating in any questionable activity.

Showing disrespect for teachers or other staff members, using profanity, disrupting others or any other displays of misconduct in class will result in detention, corporal punishment, or suspension for a period of one to five days.

Repeated offenses of this nature may result in a longer suspension. Any student who is suspended because of misconduct will be allowed to return to school only when accompanied by a parent or legal guardian for a conference with the principal concerning the problem.

## **DETENTION**

Students may be assigned detention for a number of misbehaviors, not limited to, but including failing to complete work, gum chewing, horse-play, tardies, possession of an electronic device at an inappropriate time, violating the school dress code, etc. Behavior expectations are very strict while in detention. Students who misbehave during detention will receive another day of detention or possible suspension. After school detention is usually 1 hour after school from 3:12 until 4:00 p.m. Break detention is 10 minutes during break. While serving detention, students will assist in maintaining a clean campus at Dauphin Junior High School by performing janitorial-type duties ranging from picking up trash or debris, dusting furniture, vacuuming, etc. Students may also be placed in a classroom in order to perform schoolwork. The nature of the work assigned will be at the discretion of the school administration. Parents are notified of their child's after school detention with a detention slip.

### MISCELLANEOUS RULES

1. Any items considered by the teacher to be distracting to the class will be taken up by the teacher.
2. Students are not allowed to bring guests on campus.
3. Unless participating in a varsity sport or attending a club meeting, all students must leave the school building by 3:12 P.M.
4. Students may not purchase items for any club or organization without prior approval of the club sponsor and principal.
5. Students are not allowed to chew gum on campus.
6. Except in cases of medical or family emergencies, students will not be allowed to participate in after school activities on days when they have been absent from school.

### BOOK BAGS

Due to security, safety, and health hazards created by book bags in the halls, classrooms, library, cafeteria, etc., **all** book bags brought to school for the purpose of transporting school books and/or other school materials **must be small enough to fit into a locker.**

Upon arrival at school, students **must** place bags in their lockers. The bags cannot be removed from the lockers until the end of the school day or until the student checks out of school.

### HALL PASSES

Any time you are in the hall during class time, you must have a regulation hall pass or a signed note from your teacher including date, time, and destination. **All teachers have the authority to correct any student they see misbehaving.**

### HALL CONDUCT

1. Walk - do not run inside the building.
2. Use a conversational tone of voice in the halls.
3. Avoid blocking the halls and doorways when you wish to stop and talk.
4. Pick up papers in the hall and use the wastebaskets when throwing things away.
5. No horseplay.

### CARE OF CLASSROOMS, BUILDING, GROUNDS AND SCHOOL PROPERTY

All students are expected to do their part in keeping Dauphin Junior High a clean and attractive school. A school this size is difficult to keep clean without the cooperation of the students. You should be proud of your school and careful of its property.

No food or drinks will be allowed in the classroom areas or the halls. Paper and drink cans should be put in the waste cans. Walls or fixtures should not be defaced. Do not bring glass bottles or containers on campus.

### DESTRUCTION OF SCHOOL PROPERTY

Students who destroy school property will be subject to suspension from school for up to five school days. Students will also be required to pay for the property destroyed or damaged.

### SMOKING

Smoking or having possession of tobacco products, matches, or lighter is not permitted at Dauphin Junior High School. If a student is caught smoking or having in his/her possession tobacco products, matches, or lighter, the student may receive detention, corporal punishment or suspension for a period of one to five days.

## STUDENT DRESS CODE

Undue restrictions are not placed upon the dress of students in the Enterprise City Schools. However, students are expected to dress in a manner that is appropriate for a learning environment and a school setting. Health, safety, decency, and the prevention of distractions were the primary concerns in the development of the dress code for the Enterprise Secondary Schools.

Failure to comply with the guidelines will result in penalties ranging from warning to suspension. In addition the student will be required to come into compliance before being allowed to attend class or classes.

No code or policy can be all-inclusive. There may be situations that arise which are not covered in this code. In these situations, the principal or his/her designee will deal with these on an individual basis.

Students will not be allowed to wear the following clothing articles or styles to school or engage in certain dress practices:

### Pants:

1. All pants (including shorts and skirts) will be worn at the natural waist level.
2. Oversized pants, which drag the floor and/or present health or safety hazards, are not allowed.
3. Pajama style pants are not allowed.
4. Pants with tears or holes that are indecent or distracting are not allowed. No hole shall be 4 inches above the top of the knee.
5. **P.E. type Sweat Pants without pockets are not allowed.**

### Shorts/Skirts:

1. Students will be permitted to wear certain types of shorts provided they are no shorter than four (4) inches above the top of the knee **and** worn at the natural waist level.
2. Shorts that may be worn include Bermuda shorts, walking shorts; jams and cover-all type shorts provided that they meet the length and waist level requirements.
3. Students are not allowed to wear the following type of shorts to school:
  - a. Shorts that fit immodestly tight in the legs and buttocks
  - b. Biking type or spandex type shorts
  - c. Cut-off jeans or frayed bottom shorts
  - d. Athletic or P. E. type shorts except in Physical Education classes or sport activities
  - e. Shorts with tears or holes that are indecent and/or distracting
4. Students are not allowed to wear skirts that are shorter than four (4) inches above the top of the knee or that fit immodestly tight in the legs and buttocks.
5. If leggings are worn under shorts or skirt, the shorts or skirt may not be shorter than four (4) inches above the top of the knee. Also, any holes in the shorts or the skirt may not be more than four (4) inches above the top of the knee.

### Shirts/Tops:

For safety reasons, pants, shorts, and skirt pockets **must** be visible. Shirrtails or tops that extend below the natural pocket level **must** be tucked into pants, shorts, or skirts.

The following types of shirts or tops are not allowed:

1. Shirts or tops that expose the midriffs when arms are fully extended above the students' head
2. Sleeveless shirts or tops for male students
3. Shirts or tops with straps that are not at least two (2) inches in width
4. Strapless tops, spaghetti strap tops, mesh tops, immodestly tight or revealing tops

### Symbols/pictures/wording/tattoos:

Clothing, tattoos or jewelry, which contain profane or immoral words, or drawings, reference to drugs or alcohol, gangs, or any type of distracting or disruptive comments, are not allowed.

### Jewelry/Accessories:

1. Facial or tongue jewelry is not allowed.
2. Earrings or studs are not allowed to be worn by male students.
3. Dog collars, chains, bracelets with studs, long and/or heavy necklaces are not allowed.

**Other clothing related guidelines:**

1. Bandannas or other gang related clothing, etc. are not allowed.
2. No article of clothing may be worn in a gang related manner.
3. Caps, hats, sweatbands, scarves, or other similar headwear are not allowed to be worn inside the building unless prescribed by a physician.
4. Sunglasses are not allowed to be worn inside the building unless prescribed by a physician.
5. Combs, hair picks, hair socks or curlers are not allowed to be worn.
6. Hairstyles or hair color that cause distractions or disruptions to the learning environment are not allowed.
7. Suspender straps must be worn on the shoulders as designed.
8. Belts must be fastened and positioned completely within the belt loops with no belt excess hanging down.

**Footwear:**

1. Shoes must be worn at all times.
2. Bedroom shoes/house slippers are not allowed

**CONSEQUENCES FOR DRESS CODE VIOLATIONS**

1st Offense – Warning : Parent will be called to pick up student if dress is inappropriate or cannot be corrected by the school administrators.

2<sup>nd</sup> Offense – Corporal Punishment (2 licks) or Detention (2 hours)

3<sup>rd</sup> Offense - Corporal Punishment (3 licks) or Detention (3 hours)

4<sup>th</sup> Offense – One day suspension

5<sup>th</sup> and subsequent offenses will result in lengthier days of suspension.

Students are to be in compliance with the dress code when arriving on the campus of Dauphin Junior High School.

**PUBLIC DISPLAYS OF AFFECTION**

Inappropriate displays of affection will not be allowed at school or school activities. Detention, corporal punishment, or suspension shall be used as the disciplinary action.

**SEXUAL HARASSMENT**

Unwelcome sexual advances, requests for sexual favors, other verbal, written or physical conduct of a sexual nature will not be tolerated at school. The nature of the act and the severity of the complaint will determine the type punishment. Detention, corporal punishment, or suspension will be used as the disciplinary action. (See Board Policy)

**INDECENT EXPOSURE**

Three to five day suspension. Repeated violations will result in longer periods of suspension and possible recommendation for expulsion.

**FIGHTING**

Fighting will not be tolerated under any circumstances. Fighting will result in a minimum of 3 days suspension. Repeated offenses of fighting will result in a lengthier period of suspension or possible expulsion. When the student returns to school, he/she must be accompanied back to school by a parent or guardian for a conference with the principal.

### **THREATS**

The intentional threat by word or act to do harm to another student will result in detention, corporal punishment, or suspension.

### **STEALING**

Stealing will not be tolerated at Dauphin Junior High School. A student who is caught stealing will be subject to suspension from school for a period of up to five school days. Repeated offenses of stealing will result in a lengthier period of suspension or expulsion. Dauphin Junior High School will not be responsible for items lost or stolen.

Students are encouraged to use good judgment in what they bring to school. Please do not bring items of great value to school. If you do so, you bring them at your own risk.

### **USE AND POSSESSION OF A CONTROLLED SUBSTANCE**

The use or possession of a controlled substance (including alcohol) or the use of any substance as an inhalant for intoxicating purposes on the Dauphin Junior High School campus or at any school related or school-sponsored activity on or off campus, will result in a suspension from school for five school days. A second offense will result in expulsion from Dauphin Junior High School for the remainder of the school year. (See Board Policy)

The first offense of the selling of a controlled substance (including alcohol) shall result in the expulsion of the offending student (under the provisions of the Board Policy).

Giving others your prescribed medication will carry the same punishment as disbursing illegal substances. It's illegal.

### **CONDUCT AT SCHOOL ACTIVITIES**

Students attending school-related or school-sponsored activities after regular school hours will abide by all school rules and regulations. Any misconduct while attending such activities, whether held on campus or off campus, shall be handled as an in-school problem.

**Students must be picked up within 20 minutes after the activity has concluded. This includes rehearsals and practices.**

### **MISBEHAVIOR ON SCHOOL BUSES**

All rules pertaining to student behavior shall apply while students are riding buses to and from school. Misbehavior on buses will be reported by the bus driver to the principal. Misbehavior on a bus will result in detention, corporal punishment, or suspension from school or revocation of the riding privilege.

### **GAMBLING**

Gambling is not permitted at Dauphin Junior High School. Students who are caught gambling will be subject to detention, corporal punishment or suspension.

### **CHEATING**

Cheating is knowingly taking knowledge from someone else to be claimed as one's own knowledge and ability. This conduct will result in a zero (0) grade for the activity. Those who willingly provide answers to another student pertaining but not limited to an assignment, class work, or test will also be charged with cheating. Cheating will not be tolerated.

### **PROVIDING FALSE INFORMATION**

Intentionally providing false information including, but not limited to forgery of parents/guardians' names, changing grades, forging notes, medical excuses, passes or any type form will result in disciplinary action such as detention, corporal punishment, or suspension.

### **ARTICLES NOT PERMITTED AT SCHOOL**

1. **Weapons** are prohibited in all Enterprise City Schools. The possession of or use of any weapon or object used as a weapon will result in a penalty ranging from confiscation of the object to expulsion of the student. The penalty is dependent upon the severity of the occurrence. (See Board Policy)
2. Explosives, (including fireworks) are not permitted at school. Students who bring such articles and are guilty of using or threatening the use of such articles will be subject to suspension for a period of up to ten days or expulsion.
3. **Students are not to bring beepers, pagers, CD players, MP3 devices, skateboards, or other such articles to school.** These articles tend to disrupt classes. Should these items be brought to school, they will be confiscated and will not be returned until the end of the school year.
4. Large sums of money or articles of great value should not be brought to school. This is for the protection of the owners. **The school will not be responsible for money or valuable items that are lost or stolen.** When it is necessary for a student to bring a large sum of money to school, the office will be glad to cooperate with the student and keep this money until it is needed.
5. Obscene literature will not be allowed at school. Possession or sale of such literature will result in detention, corporal punishment, or suspension from school for a period of not more than five school days. This includes any literature on or related to a cell phone.

### **CLUBS AND ORGANIZATIONS STUDENT RELATED ORGANIZATIONS**

While on school property or at any school sponsored events of Dauphin Junior High School, students are prohibited from participating in and/or recruiting membership for any club or organization which has not been approved through the principal's office.

Only approved school organizations may wear club insignias, logos, clothing, and exhibit club signs, signals, language and materials.

**Any unapproved organization such as gangs will not be tolerated. Individuals who are identified as violating this policy will be subject to disciplinary action ranging from corporal punishment to suspension.**

### **ATHLETICS**

#### **8<sup>th</sup> Grade Girl's Basketball**

Qualifications:

Students of all races are encouraged to participate. No student shall be excluded from participation in, or subject to discrimination in any program or activity of the Enterprise City Schools on the basis of sex, race, religion, belief, national origin, ethnic group, age, or condition of handicap.

1. A player cannot be 15 before August 1<sup>st</sup>.
2. Students entering Grades 8 and 9 must, for the last two semesters of attendance and summer school, if applicable, have a passing grade in five (5) subjects with a composite numerical average of 70 with all other rules applying the same as to students in Grades 9-12. (See Board Policy)
3. She must pass and return a completed physical exam form on the first day of tryouts as prescribed by the Alabama High School Athletic Association.

Tryouts:

Tryouts will be held the second week in April. Times and exact dates will be announced.

Coach:

All coaches are available to meet upon request with any interested students to answer questions and provide information.

Coach Holland and the other coaches can be reached in the gym or by contacting the school by phone at 347-1141.

### **9<sup>th</sup> Grade Boy's and Girl's Basketball**

The school system's 9<sup>th</sup> grade basketball teams are housed and play at Enterprise High School. Students from Enterprise and Dauphin Junior High Schools are encouraged to participate. No student shall be excluded in, or subject to discrimination in any program or activity of the Enterprise City Schools on the basis of sex, race, religion, belief, national origin, ethnic group, or age.

Qualifications:

1. A player cannot be 16 before August 1<sup>st</sup>.
2. Students entering Grades 8 and 9 must, for the last two semesters of attendance and summer school, if applicable, have a passing grade in five (5) subjects with a composite numerical average of 70 with all rules of the Alabama High School Athletic Association applying.
3. The student must pass and return a completed physical exam form, as prescribed by the Alabama High School Athletic Association.

Tryouts:

Tryouts will be held at Enterprise High School. Times and exact dates will be announced.

Coaches:

All coaches are available to meet upon request with any interested student to answer questions and provide information. They may be reached by contacting Enterprise High School at 347-2640.

### **8<sup>th</sup> Grade Boy's Basketball**

Qualifications:

Students of all races are encouraged to participate. No student shall be excluded from participation in, or subject to discrimination in any program or activity of the Enterprise City Schools on the basis of sex, race, religion, belief, national origin, ethnic group, age, or condition of handicap.

1. Students must meet the academic, physical, and age requirements set by the Alabama High School Athletic Association.
2. Students must try-out, and be selected for the team based on performance.
3. Students entering grades 8 and 9 must, for the last two semesters of attendance and summer school, if applicable, have a passing grade in five (5) subjects with a composite numerical average of 70 with all other rules applying the same as to students in Grades 9-12. (See Board Policy)

Tryouts:

Boy's basketball try-outs are held in April and October. The specific dates will be announced and posted at least 2 weeks prior to the try-outs.

Sponsors:

Coach Edgar will be available to meet upon request, with any interested student to answer questions and provide information.

Sponsor(s) may also be reached by contacting the school by phone at 347-1141.

### **Dauphin Football**

The purpose of football at Dauphin Jr. High School is to help enrich the overall school environment. Important life skills such as teamwork, discipline, sportsmanship, and hard work are taught. It is our belief that character, honesty, and leadership skills are strengthened through the football program at Dauphin Jr. High School. Students of all races are encouraged to participate. No student shall be excluded from participation in, or subject to discrimination in any program or activity of the Enterprise City Schools on the basis of sex, race, religion, belief, national origin, ethnic group, age, or condition of handicap.

#### Qualifications:

1. Students entering Grades 8 and 9 must, for the last two semesters of attendance and summer school, if applicable, have a passing grade in five (5) subjects with a composite numerical average of 70 with all other rules applying the same as to students in grades 9-12. (See Board Policy)
2. Must have a medical physical verifying approval to participate.
3. Must be zoned for Dauphin Jr. High School.
4. Eighth graders must not be 15 before August 1<sup>st</sup> and ninth graders must not be 16 before August 1<sup>st</sup>, in order to participate. Eighth graders who are too old may participate on the ninth grade level if they qualify.

Football season begins at the beginning of each school year. Notification will be made in the local paper and radio stations.

#### Sponsors:

Head Coach-Glenn  
Asst. Coach-Edgar  
Asst. Coach-Enloe  
Asst. Coach- Wells

Sponsors may also be reached by contacting the school at 347-1141.

### **8<sup>th</sup> Grade Girl's Volleyball**

#### Qualifications:

Students of all races are encouraged to participate. No student shall be excluded from participation in, or subject to discrimination in any program or activity of the Enterprise City Schools on the basis of sex, race, religion, belief, national origin, ethnic group, age, or condition of handicap.

1. A player cannot be 15 before August 1<sup>st</sup>
2. Students entering Grades 8 and 9 must, for the last two semesters of attendance and summer school, if applicable, have a passing grade in five (5) subjects with a composite numerical average of 70 with all other rules applying the same as to students in Grades 9-12. (See Board Policy)
3. She must pass and return a completed physical exam form on the first day of tryouts as prescribed by the Alabama High School Athletic Association.

#### Tryouts:

Tryouts will be held the second week in April. Times and exact dates will be announced.

#### Coach:

All coaches are available to meet upon request with any interested students to answer questions and provide information.

Coach Holland and the other coaches can be reached in the gym or by contacting the school by phone at 347-1141.

## **9<sup>th</sup> Grade Girl's Volleyball**

### Qualifications:

Students of all races are encouraged to participate. No student shall be excluded from participation in, or subject to discrimination in any program or activity of the Enterprise City Schools on the basis of sex, race, religion, belief, national origin, ethnic group, age, or condition of handicap.

1. A player cannot be 16 before August 1<sup>st</sup>.
2. Students entering Grades 8 and 9 must, for the last two semesters of attendance and summer school, if applicable, have a passing grade in five (5) subjects with a composite numerical average of 70 with all other rules applying the same as to students in Grades 9-12. (See Board Policy)
3. She must pass and return a completed physical exam form on the first day of tryouts as prescribed by the Alabama High School Athletic Association.

### Tryouts:

Tryouts will be held the second week in April. Times and exact dates will be announced.

### Coach:

All coaches are available to meet upon request with any interested students to answer questions and provide information.

Coach Holland and the other coaches can be reached in the gym or by contacting the school by phone at 347-1141.

## **Cheerleading**

The purpose of cheerleading is to promote and uphold school spirit, to develop a good sense of sportsmanship and to better the relationship between our school and the schools with whom we compete.

### Qualifications:

Students of all races are encouraged to participate. No student shall be excluded from participation in, or subject to discrimination in any program or activity of the Enterprise City Schools on the basis of sex, race, religion, belief, national origin, ethnic group, age, or condition of handicap.

1. Must have and maintain an overall average of 70. This is in compliance with the Alabama High School Athletic Association.
2. Must pass and return a completed physical exam form on the first day of tryouts as prescribed by the Alabama High School Athletic Association.
3. Be zoned to attend Dauphin Jr. High.
4. Attend an instructional camp prior to tryouts.
5. Be selected by a panel of qualified judges.

### Tryouts:

Tryouts are usually held during the third nine weeks. Specific dates will be announced.

### Sponsors:

The sponsor is available to meet upon request with any interested student to answer questions and provide information.

Sponsor - Mrs. Carr

Sponsor may be reached by contacting the school by phone at 347-1141.

### **National Junior Honor Society**

The National Junior Honor Society is a nationally recognized organization which was established for the purposes of creating enthusiasm for superior scholarship, developing citizenship, promoting leadership, and stimulating a desire to serve both school and community. Students of all races are encouraged to participate. No student shall be excluded from participation in, or subject to discrimination in any program or activity of the Enterprise City Schools on the basis of sex, race, religion, belief, national origin, ethnic group, age, or condition of handicap.

To be eligible for membership, a student must have been in attendance at Dauphin Jr. High at least one complete semester and must have maintained an overall academic average of 3.7 based on a four point system. (This means 6 A's; 5 A's and 1 C; 5 A's and 1 B; or 4 A's and 2 B's.) In order to remain a member, the student must maintain a 3.7 overall academic average each subsequent nine weeks.

Chief Sponsor - Miss Grant  
Sponsor - Mrs. Stewart  
Sponsor - Mrs. Snellgrove

Sponsors may be reached by contacting the school by phone at 347-1141.

### **Science Club**

The purpose of the Science Club is to increase the students' knowledge of science, learn to perfect their skills, understand the importance of science in their lives and help carry out the program of Science Clubs of America. Also, it has the purpose of giving service to the school and community.

Students of all races are encouraged to participate. No student shall be excluded from participation in, or subject to discrimination in any program or activity of the Enterprise City Schools on the basis of sex, race, religion, belief, national origin, ethnic group, age, or condition of handicap. Students must meet the following requirements:

1. Any student in grades 8 or 9 interested in the aims of the Science Club may join provided he or she maintains a C average in all subjects.
2. Students must return a signed permission slip by the specified deadline in order to join.
3. Students must attend monthly meetings.
4. Students must participate in activities as set forth by the Science Club.

All sponsors are available to meet upon request with any interested student to answer questions to provide information.

Chief Sponsor - Ms. Still  
Sponsor - Mrs. Snellgrove  
Sponsor - Mrs. McCoy

Sponsors may also be reached by contacting the school by phone at 347-1141.

### **Knowledge Master Open**

The Knowledge Master Open is designed to give students the learning experience, the challenge, and the fun of large-scale academic competition. Each participating team uses a computer to answer 200 curriculum-based questions. The competitions format is similar to "The College Bowl". The team will be limited to 12 members.

Qualifications:

Students of all races are encouraged to participate. No student shall be excluded from participation in, or subject to discrimination in any program or activity of the Enterprise City Schools on the basis of sex, race, religion, belief, national origin, ethnic group, age, or condition of handicap.

1. Be in the second semester of his/her 9<sup>th</sup> grade year at DJHS.
2. Make all A's for the 1<sup>st</sup> semester or be nominated by a teacher.
3. Place in the top 12 on the KMO selection test simulating the competition.

4. Receive parental permission.
5. Complete 200 questions on an LMC computer by a deadline set one and one half weeks prior to the KMO competition. Date to be announced.
6. Attend an after school practice session scheduled one week prior to competition. Date to be announced.
7. Attend the KMO competition during the school day. This date is usually scheduled during the third week in April. Date to be announced.

**Tryouts:**

Selection exam sessions are usually held during the month of January. Each participant must attend two of the four tests held before or after school. Exact dates and times will be announced at a later time. Every effort is made to address conflicts.

**Sponsors:**

All sponsors are available to meet upon request with any interested student to answer questions and provide information.

Chief Sponsor - Mrs. Lavender

Sponsors may be reached by contacting the school by phone at 347-1141.

**Math Teams**

Math Teams - Geometry Team, Algebra Team, Pre-Algebra Team.

Students of all races are encouraged to participate. No student shall be excluded from participation in, or subject to discrimination in any program or activity of the Enterprise City Schools on the basis of sex, race, religion, belief, national origin, ethnic group, age, or condition of handicap.

Tryouts are held in January with the date posted and announced in advance. These students meet one to two days per week for coaching sessions in preparation for the George C. Wallace Junior College Math Olympiad which is held in April. Students are required to be enrolled in the subject in which they try out.

- \* Geometry Team is composed of 6 ninth grade geometry students and one alternate.
- \* Algebra Team is composed of 6 algebra students and one alternate in grades eight or nine.
- \* Pre-Algebra Team is composed of 6 pre-algebra students and one alternate in grades eight or nine.

All sponsors are available to meet upon request with any interested student to answer questions and provide information.

Chief Sponsor - Mrs. Howard  
Sponsor - Mrs. Stewart  
Sponsor - Miss Grant  
Sponsor - Mrs. Tyson  
Sponsor - Mrs. Wallace

Sponsor(s) may be reached by contacting the school by phone at 347-1141.

**Student Council**

The Student Council is an organization that gives students a chance to be a part of a democratic government. It works toward the development and promotion of school spirit, student morale, pride in school, good faculty-student relations, student relations among themselves, and the betterment of school-community relations. This group is also involved in sponsoring and planning various activities throughout the year. Student Council consists of four officers. (President, Vice-President, Secretary, Treasurer) and two representatives from each homeroom.

Qualifications:

Students of all races are encouraged to participate. No student shall be excluded from participation in, or subject to discrimination in any program or activity of the Enterprise City Schools on the basis of sex, race, religion, belief, national origin, ethnic group, age, or condition of handicap.

1. The president must be a member of the ninth grade and must have and maintain a B average.
2. The vice-president, secretary, and treasurer may be a member of either grade and must have and maintain a C average in every subject.
3. Homeroom representatives must have and maintain a composite average of "C" in all subjects. Cannot make an "F" in any subject.
4. Persons running for the office of President must have served previously in a Student Council.
5. Those running for an office must secure a petition from the sponsor.

Election:

1. Student Council elections are held at the beginning of the school year.
2. The week following the election homeroom representatives are chosen in their respective homeroom by a plurality vote.

Sponsors:

All sponsors are available to meet upon request with any interested student to answer questions and provide information.

Chief Sponsor - Mrs. Driggers

Sponsors may also be reached by contacting the school by phone at 347-1141.

**Symphonic Band**

Symphonic Band is designed for the more advanced instrumentalist at Dauphin Jr. High School. This band will participate in District and State festivals as well as perform concerts for the community.

Qualifications:

Students of all races are encouraged to participate. No student shall be excluded from participation in, or subject to discrimination in any program or activity of the Enterprise City Schools on the basis of sex, race, religion, belief, national origin, ethnic group, age, or condition of handicap.

Requirements:

Students entering grades 8 and 9 must, for the last two semesters of attendance and summer school, if applicable, have a passing grade in five (5) subjects with a composite numerical average of 70 with all other rules applying the same as to students in Grades 9-12. (See Board Policy) Members are selected from the eighth and ninth grade students. Students are required to audition at the end of each school year to participate the following year. Students selected for Symphonic Band must be willing to participate in after-school rehearsals and performances.

Information:

Mr. Grice -	Band Director at DJHS, 347-1141
Mrs. Thomas -	Counselor at DJHS, 347-1141

### **WFIN News Team**

The purpose of the WFIN News Team is to help inform students of school activities and opportunities. Airing each morning during homeroom period the WFIN staff members make morning announcements and present a character building segment entitled "Project Wisdom". Also included is the pledge of allegiance to the flag followed by the national current events program "Channel One News".

#### Qualifications:

Students of all races are encouraged to participate. No student shall be excluded from participation in, or subject to discrimination in any program or activity of the Enterprise City Schools on the basis of sex, race, religion, belief, national origin, ethnic group, age, or condition of handicap.

1. Must maintain a "C" average in all 8<sup>th</sup> grade courses for each 9 week period.
2. Meet sign-up and application deadlines.
3. Complete an audition process for the selection to the WFIN News Team.
4. Staff members will be removed from the staff if they receive a grade below a "C" in any course for any 9 weeks.

#### Tryouts:

Usually held during the months of April and May each year. Specific dates will be announced later.

#### Sponsors:

All sponsors are available to meet upon request with any interested student to answer questions and provide information.

Chief Sponsor - Mrs. Walden

Sponsor - Mrs. Scarbrough

Sponsors may also be reached by contacting the school by phone at 347-1141.

### **Yearbook Staff**

The Yearbook Staff is responsible for yearbook sales and distribution, the individual picture section of the yearbook, some graphics, and any other activity necessary to the production of the annual yearbook.

#### Qualifications:

Students of all races are encouraged to participate. No student shall be excluded from participation in, or subject to discrimination in any program or activity of the Enterprise City Schools on the basis of sex, race, religion, belief, national origin, ethnic group, age, or condition of handicap.

#### Requirements:

- \* The Yearbook Staff is selected from students in the Advanced Art class.
- \* The Advanced Art class is open to 8<sup>th</sup> and 9<sup>th</sup> grade students.
- \* To be eligible for the Advanced Art class, students must demonstrate drawing ability, show an interest in pursuing visual art activities, and be recommended by the Coppinville or Dauphin Jr. High School's art teacher or guidance counselor.
- \* Students selected for the Yearbook Staff must demonstrate organizational skills and the ability to work with details.

#### Information:

Mrs. Landers Teacher at DJHS, 341-1141

Mrs. Thomas, Counselor at DJHS, 347-1141

Miss Cadden, English Teacher at DJHS, 347-1141

### **Enterprise Expressions**

**PURPOSE:** The Expressions is a group of approximately 60 auditioned singers whose purpose is to give choral music students an opportunity to study and perform more advanced junior high choir literature, and to learn and perform choreographed shows for local performances and competitions. Performance opportunities and classroom experiences provide in-depth study of music reading/notation skills, sight-reading, vocal/choral technique, stage presence, and dancing.

**NAME OF SPONSOR:** Eric Mancil

**LOCATION OF SPONSOR:** Dauphin Junior High – Enterprise Junior High

**PHONE:** 347-1141 7:45-11:40 – 347-1733 12:00-3:30

**CONTACT TIME:** 7:45 - 8:20 At Dauphin – 3:05 - 3:30 At EJHS

### **CRITERIA AND REQUIREMENT FOR SELECTION:**

Vocal ability, dance ability, facial expression  
70 grade point average

Audition requirements:  
Sing "My Country 'Tis of Thee"  
Check vocal range  
Tonal memory patterns  
Simple dance step  
Short interview

**TIME AND LOCATION OF TRY-OUTS:** Check Activity Board located in the front hall outside room 1 for this information. Audition flyers are usually posted in February.

**FEE, EXPENSES, ETC:** There is no choral music fee. Students are required to purchase performance uniforms, shoes and T-Shirts. Students are also responsible for all travel expenses. Costs usually total approximately \$100.00. These items are covered in the Choral Music budget if students cannot afford them.

Students of all races are encouraged to participate. No students shall be excluded from participation in, or subject to, discrimination in any program or activity of the Enterprise City Schools on the basis of sex, race, religion, belief, national origin, ethnic group, age, or condition of handicap.

The sponsor is available to meet, upon request, with any interested students to answer questions and provide information.

### **Enterprise Elegances**

**PURPOSE:** The Enterprise Sensations is a group of approximately 50 auditioned female singers whose purpose is to give choral music students an opportunity to study and perform more advanced junior high choir literature, and to learn and perform choreographed shows for local performances and competitions. Performance opportunities and classroom experiences provide in-depth study of music reading/notation skills, sight-reading, vocal/choral technique, stage presence, and dancing.

**NAME OF SPONSOR:** Eric Mancil

**LOCATION OF SPONSOR:** Dauphin Junior High School  
Enterprise Junior High School

PHONE:            347 – 1141        7:45 – 11:40  
                         347 – 1733        12:00 – 3:30

CONTACT TIME:        7:45 – 8:20 at DJHS  
                                 3:05 - 3:30 at EJHS

CRITERIA AND REQUIREMENT FOR SELECTION:

Vocal ability, dance ability, facial expression  
70 grade point average  
Students must be enrolled in Junior Varsity Singers to be eligible for auditions

AUDITIONS REQUIREMENTS:

Sing “My Country ‘Tis of Thee”  
Check vocal range  
Tonal memory patterns  
Simple dance step  
Short interview

TIME AND LOCATION OF TRY-OUTS:

Check Activity Board located outside the office for this information. Students are auditioned in September.

FEES, EXPENSES, ETC:

There is no choral music fee. Students are required to purchase performance uniforms, shoes and T-Shirts. Students are also responsible for all travel expenses. Cost usually total approximately \$100.00. These items are covered in the Choral Music budget if students cannot afford them.

Students of all races are encouraged to participate. No students shall be excluded from participation in, or subject to, discrimination in any program or activity of the Enterprise City Schools on the basis of sex, race, religion, belief, national origin, ethnic group, age, or condition of handicap.

The sponsor is available to meet, upon request, with any interested students to answer questions and provide information.

POLICY  
ENTERPRISE CITY SCHOOLS

CODE D43  
EFFECTIVE DATE May 25, 1999

Subject: Extracurricular Activity Participation for Students in Grades 7-12.

Purpose: To comply with the Alabama State Board of Education Resolution of September 10, 1998 and later revisions which established regulations for student participation in extracurricular activities in grades 7-12.

I. Policy - The Enterprise City School System shall comply with all the regulations of the State Board of Education regarding student participation in extracurricular activities in grades 7-12.

II. Procedures/Regulations

A. Students entering Grades 10-12 must, for the last two semesters of attendance and summer school, if applicable, have a passing grade and earn the appropriate number of credits in each of (6) subjects that total six (6) Carnegie units of credit, including four (4) credits from the four (4) core subjects composed of English, science, social studies, and mathematics with a composite numerical average of 70.

Students entering Grades 8 and 9 must, for the last two semesters of attendance and summer school, if applicable, have a passing grade in five (5) subjects with a composite numerical average of 70 with all other rules applying the same as to students in Grades 9-12.

Students promoted to the seventh grade for the first time are eligible.

B. Physical education may count as only one (1) unit per year.

C. No more than two (2) Carnegie units may be made up during summer school. If a unit(s) or subject(s) is repeated in summer school, the higher numerical grade for the unit(s) may be used to compute the composite grade average.

D. A student who is eligible at the start of the academic year remains eligible for the entire academic year. Students deemed ineligible at the beginning of the school year by virtue of having failed to meet the requirements for eligibility may regain their eligibility at the end of first semester by meeting the requirements for eligibility in the two most recently completed semesters, including summer school. Eligibility restoration must be determined no later than five (5) school days after the beginning of the succeeding semester. Bona fide transfers may be dealt with according to rules of the Alabama High School Athletic Association for sports and rules to be developed by this Board of Education as they pertain to other extracurricular activities.

E. Each eligible student must have a minimum composite numerical average of 70 on the six (6) Carnegie units from the preceding year, including summer school. Summer school work passed may substitute for regular school work repeated in computing the 70 average.

F. Each eligible student involved in athletics must meet the definition of a regular student as defined by the Alabama High School Athletic Association.

G. Any student who earns more than four (4) credits in the core curriculum in any given year or who accumulates a total in excess of the required four (4) per year may be exempt from earning the four (4) core courses in the succeeding year as long as that student remains on schedule for graduation with his/her class by earning eight (8) core credits over any two-year span, including summer school.

Extracurricular activities associated with athletics are defined as those recognized and sanctioned by the Alabama High School Athletic Association, and other extra-curricular activities as defined as those that are sanctioned by a public school which are not related to a student's academic requirements or success in a

course(s). Regular curricular activities are defined as those that are required for satisfactory course completion. School sponsors are required to submit a request for each curricular activity that occurs outside the regular school day and/or school to the principal, superintendent, and the local Board of Education for approval. Each request for full participation by all students, regardless of academic standing, in a curricular activity shall be granted if the principal, superintendent, and the local Board of Education approve participation in the activity as an extension of a course(s) requirement(s) and it is an event sanctioned by a state/national subject matter association. Notwithstanding anything to the contrary in this policy, student participation in extracurricular activities offered by the school through math, science, band, choral music, and other courses at events such as athletic events (pregame, game, halftime, or other breaks), club conventions, parades, amusement park trips and competitions, trips by tour companies, performances at various meetings, etc., are extracurricular, and students academically ineligible under this policy shall not be allowed to participate.

This policy is effective for all students in Grades 8-12 beginning with the 1999-2000 school year with their eligibility determined by grades earned during the 1998-99 school year and 1999 summer school, and shall remain in effect for each succeeding year in the same format as described herein. The local Board of Education shall implement this policy as a minimum for all students in Grades 7-12 under its control. Each local Board of Education shall notify the State Superintendent of Education within 30 days of receipt of notice of adoption of this rule by the State Board of Education that it is in effect in all applicable schools within its jurisdiction.

**POLICY  
ENTERPRISE CITY SCHOOL**

Code D51  
Effective Date May 30, 2006

**Subject: STUDENT POSSESSION AND USE OF CELLULAR PHONES AND OTHER ELECTRONIC COMMUNICATION DEVICES**

**Purpose:** To establish policies regarding student possession and use of cellular phones and other electronic communication devices at school, at school-sponsored events, and on school buses.

**Policy:** July 1, 2006 was established as the effective date of State Legislative Act. No. 2006-530. This law allows local boards of education to adopt policies pertaining to the possession and use of electronic communication devices on school property. Below are the provisions adopted by the Enterprise City Board of Education that addresses the issue.

(1) The Enterprise City School System prohibits the student use of all electronic communication devices, including cellular phones and pagers/beepers, at all schools during the school day. This is to include using cellular phones to make voice calls, to take photos, and/or to send/receive text messages. Students shall be allowed to possess such electronic devices; however, such devices must be turned off (meaning all functions not operative) when a student arrives on campus and must remain turned off until the end of the school day. Devices are not to be visible during the school day. Exceptions may be granted by the school principal or his/her designee.

(2) Students involved in before or after school academic programs shall observe school hour rules during these programs.

(3) Student use of cellular phones/electronic communication devices shall be allowed on

school buses on regular routes before and after school provided they are not causing any disruption. Photos may not be taken on the bus utilizing camera phones or other type imaging products due to student confidentiality regulations and safety concerns. Violations on regular bus routes shall be referred by the bus driver to the principal or assistant principal of the school the student attends.

(4) Student use of cellular phones/electronic communication devices for field trips, sporting events, extracurricular activities, etc. during school hours or before or after school hours will be at the discretion of the principal and sponsor/coach.

(5) Consequences for violations of this policy shall result in disciplinary action being taken. Specific consequences shall be stated in student handbooks provided to students at each school.

(6) The school/school system will not be responsible for the loss, damage, or theft of any electronic device brought to school or a school event.

**BOARD POLICIES**  
**DISCIPLINE OF STUDENTS**

**General Policy** - The maintenance of good order in the schools is a necessity; therefore, it shall be the responsibility of teachers and administrators to maintain good discipline and to educate students in the Enterprise School System in an orderly manner. Punishment for misbehavior or infraction of rules or regulations shall be in compliance with the policies of the Board of Education.

1. Principals shall be ultimately responsible for the discipline of students in their respective schools.
2. Disposition of cases of discipline shall be at the principal's discretion.
3. Students shall be subject to the disciplinary procedures prescribed by the Board during attendance at school, while on the school grounds or buses, and while attending any school-related or school-sponsored activity on or off the school campus.
4. A record of all disciplinary actions shall be kept on file in the principal's office in each school. Completion of the standard disciplinary report form adopted by the Board shall be Filed for reference. A copy of this form shall be sent to the office of the superintendent in cases which require his approval and/or the approval of the Board.

**CORPORAL PUNISHMENT**

**Policy** - Corporal punishment shall be used by an administrator in those cases where the offense does not warrant suspension but should not go uncorrected. The method shall be used with care, tact, and caution. It shall be used at the discretion of the principal or the designated person when it is deemed beneficial that the student involved be allowed to return to a class or in other cases where it serves the best interest of the student.

Corporal punishment shall not be used in the following more serious, disciplinary cases:

1. If the presence of a student is detrimental to the learning process.
2. If the presence of a student endangers others.
3. If a student is guilty of damaging or destroying school property.
4. If a student is involved in the use, possession, or sale of any alcoholic beverages, narcotics, illegal drugs, or other controlled substances.

**Procedure:**

- A. Approval to administer corporal punishment must be obtained from the principal or a person designated by him to be responsible in his absence or should he be unavailable for any reason.
- B. Corporal punishment shall be administered in the presence of the principal or a person designated by him to be responsible in his absence or should he be unavailable for such purposes for any reason.
- C. A record of the disposition of all discipline cases that involve corporal punishment shall be kept in the office of the principal.

**SUSPENSION**

**Policy** - Suspension shall be used in cases of persistent wrong doing and severe disciplinary problems. Suspension shall be at the discretion of the principal or other designated person.

The following situations call for automatic suspension:

1. If the presence of a student interferes with the learning process of others.
2. If a student's presence endangers others.
3. If a student is guilty of destroying or damaging school property.
4. If a student is involved in the use, possession, or sale of any alcoholic beverages, narcotics, illegal drugs, or other controlled substances.

**Procedure:**

- A. **SUSPENSION FOR FIVE (5) DAYS OR LESS:**
  1. The principal or designated person shall have the authority to suspend a student from school for a period of time not to exceed five school days.
  2. The principal or designated person shall give immediate notice to the student of the nature of the offense, the action to be taken, and the right to an administrative hearing.
  3. A record of the hearing with the student shall be kept on file in the office of the principal.
  4. A letter describing the action taken and the reasons for taking such actions shall be mailed to the parents at the address shown in the school records.

**B. SUSPENSION FOR MORE THAN FIVE (5) SCHOOL DAYS:**

1. Suspension for a period of more than five school days must be approved by the superintendent.
2. In such cases the principal shall file with the superintendent a copy of all matters pertaining to the offense or offenses making such suspension necessary.
3. The principal shall give written notice to the student and parent by registered mail of their right to a formal hearing before the superintendent of Enterprise City Schools.
4. At the conclusion of such hearing, and after all facts have been presented and considered, the superintendent shall inform the student and parent of the decision rendered in writing by registered mail.
5. Conduct of hearings:
  - (a) Notice given in cases of suspension of more than five school days shall state the time, date, and place of the hearing and before whom it will be held.
  - (b) Said notice shall, also inform the student and parent of the right to:
    - (1) Examine and secure copies of all evidence to be presented.
    - (2) Present evidence and witnesses on behalf of the student.
    - (3) Question and cross-examine witnesses appearing against the student.
    - (4) Have present and be represented by legal counsel.
  - (c) The student affected shall be afforded an open fair hearing with the right to cross-examine witnesses; contradict evidence; and present witnesses and arguments on his behalf.
  - (d) At the conclusion of such hearing, and after all facts have been presented and considered, the superintendent shall inform the student and parent in writing by registered mail the decision rendered.

**EXPULSION**

**Policy** - Expulsion shall be used only after all other remedies have been tried and have failed. Expulsion of a student must be recommended to the Board by the principal and superintendent. Expulsion of a student is subject to approval by the Board after all evidence pertaining to the case has been reviewed and considered by the Board. The Board's decision in such cases shall be considered final.

**Procedure:**

- A. The principal shall present to the superintendent for his approval, recommendation for expulsion in writing which shall include all supporting evidence relating to the recommendation.
- B. The superintendent shall notify the student and parents in writing by registered mail of their right to a hearing before the Enterprise Board of Education.
- C. Conduct of hearing:
  1. Notice given in cases of expulsion shall state the time, date, and place of hearing before the Board.
  2. Said notice shall, also, inform the student and parent of their right to:
    - (a) Examine and secure copies of all evidence to be presented.
    - (b) Present evidence and witnesses on behalf of the student.
    - (c) Question and cross-examine witnesses appearing against the student.
    - (d) Have present, be represented by legal counsel.
  3. The student affected shall be afforded an open fair hearing with the right to cross-examine witnesses; contradict evidence; and present witnesses and arguments on his behalf.
  4. At the conclusion of such hearing, and after all facts have been presented and considered, the superintendent shall inform the student and parent in writing by registered mail of the decision rendered.

**TRUANCY**

**Policy** - Principals and assistant principals shall handle cases of truancy according to the following procedure. (Truancy is defined as a student's unexcused absence from a class or from school without the knowledge or consent of the parents, legal guardian, or persons responsible for the welfare of the student).

**Procedure:**

- A. On the first offense of truancy during any calendar school year the student's parents shall be notified of the truancy and informed that a second offense of truancy during that school year shall result in a three-day suspension.
- B. On the second offense of truancy during any calendar school year the student shall be suspended from

school for three full days. At the end of the suspension the student may re-enter school only when accompanied back to school by a parent.

- C. On the third offense of truancy during any calendar school year, the student shall be suspended\* from school for five full school days. The student may re-enter school at the end of this suspension:
  - 1. When accompanied back to school by a parent for a conference.
  - 2. When both parent and student sign a statement of probation.
- D. If a student should be truant more than three times during any calendar school year that student shall be expelled\* from Enterprise City Schools for the remainder of the school year according to the regulations concerning expulsion.

\*Refer to procedures concerning suspension and expulsion under **DISCIPLINE**.

### **STUDENT DRESS**

**Policy** - All students are expected to come to school dressed in a reasonable and appropriate manner. The Board recognizes that it is the responsibility of the parents to see that students arrive at school appropriately dressed.

- 1. For health and safety reasons, it is mandatory that students wear shoes at all times.
- 2. School principals and assistant principals shall have the authority to send a student home who is dressed in such a manner as to interfere with his/her school work or to distract other students from their work. The student shall be counted as absent until he/she returns to school appropriately dressed.

### **RESIDENCE REQUIREMENT FOR STUDENTS**

**Policy** - Any student enrolled in the Enterprise City School System must reside within the approved attendance areas with one of the following:

- 1. The natural parents.
- 2. The adoptive parents.
- 3. The legal guardians.
- 4. Court appointed foster parents.
- 5. Welfare appointed custodians.
- 6. Married students living with spouse.

If proof of residence should be requested by the school, it is the responsibility of those wishing to enroll to furnish such proof.

### **ASSIGNMENT OF STUDENTS TO JUNIOR HIGH SCHOOL**

Purpose: To ensure equitable enrollment in the junior high schools.

1 Policy - A line dividing the city into two zones with equitable student population shall be established. Assignment to the eighth and ninth grades will be determined by the attendance zone in which the student lives. This line may be subject to change in order to comply with changes in student population. There will be no exceptions made to junior high school zoning regulations except under policy adopted by the Enterprise City Board of Education.

If a student moves from one zone to another during the school year, he/she may continue in that school for the remainder of the school year, provided the student provides his/her own transportation.

Students who have received approval to attend junior high school but reside outside the Enterprise City School System limits will be assigned to a school by the Superintendent. Eighth and ninth grade students who reside on the military base at Fort Rucker will be assigned to Enterprise Junior High School.

When necessary, special education students shall be assigned to other schools by the Superintendent.

### **ENROLLMENT OF STUDENTS FROM FORT RUCKER**

1. All students from Fort Rucker applying for admission into Enterprise City Schools must comply with regulations outlined in the policy entitled **RESIDENCE REQUIREMENTS FOR STUDENTS**.
2. Students living at Fort Rucker who are not transferring into a surrounding school, but have made an initial move into this area may apply for enrollment at any grade level.
3. Students living at Fort Rucker who have been attending a school other than one in Enterprise, may apply for enrollment at the beginning of the school year. It is suggested that parents take steps to enroll their children in the spring prior to the date of entrance into these grades in order to better ensure their chances of acceptance.
4. Students from Fort Rucker whose families later move into Enterprise shall be subject to the zoning regulations in effect at the time of the move.

### **VISITORS IN SCHOOLS**

**Policy** - All persons visiting on the schools grounds or in a school during the school day must secure permission from the office of the principal of that school before visiting a classroom or talking with a teacher or student.

1. Persons failing to comply with this policy will be asked to leave the school premises.
2. Persons refusing to comply with the request to leave will be escorted from the school premises by the police. In the event this occurs, it then becomes a police matter.

### **MEDICATION**

**Policy** - Members of the school staff shall not administer medication to pupils except as it is prescribed and requested in writing by the parent, legal guardian, or family physician.

#### **Procedure:**

- A. Parents shall fill out a form giving their consent to the school to administer first aid or aspirin as the situation may demand.
- B. Parents are required to notify the nurse in writing should it be necessary for a student to bring medication to school.
- C. Any student having possession of other than specified daily dosage and who may give away, sell, or attempt to give away and/or sell medication (nonprescription or prescription) shall be subject to suspension, probation, or expulsion.

### **USE AND POSSESSION OF A CONTROLLED SUBSTANCE**

A controlled substance shall be defined as drug, substance, or immediate precursor as defined and listed in schedules 1-5 of Article 2 of the Code of Alabama, 1975, as it now exists or as it may be amended. A controlled substance as defined in this policy shall also include any intoxicating beverage.

**Policy** - Principals or their designees shall deal with incidents involving the use or possession or selling of any controlled substance (including alcohol) in compliance with the procedures set forth below:

#### **Procedure:**

- A. The first offense of the use or possession of a controlled substance (including alcohol) shall result in the suspension of the offending student for five (5) days.
- B. The second offense of the use or possession of a controlled substance (including alcohol) shall result in the expulsion of the offending student (under the provisions of Policy - Expulsion).
- C. The first offense of the selling of a controlled substance (including alcohol) shall result in the expulsion of the offending student (under the provision of Policy - Expulsion).

#### **Purpose:**

To establish policies and procedures regarding the punishment for use and/or possession and/or selling of a controlled substance (including alcohol) on any school campus or at any school-related or school-sponsored activity off the campuses of the Enterprise Schools.

## **SEXUAL HARASSMENT**

**Purpose:** To ensure that the Enterprise City Schools maintain an environment which is free of sexual harassment.

**Policy** - It is the policy of the Enterprise City Board of Education that no member of its student population or staff shall sexually harass another, with all allegations of such behavior to be promptly investigated and appropriately resolved.

Sexual harassment may be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- \* submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing;
- \* submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting the individual; or
- \* such conduct has the purpose or effect of interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work/learning environment.

**Procedure** - Steps set forth in Board Policy #A5, "Grievance Procedures," shall be used in dealing with charges of sexual harassment, except in such case as where the individual against whom charges have been made shall serve as the immediate supervisor of the aggrieved. In such case, the superintendent shall appoint another member of the administrative/supervisory staff to hear the grievance.

Any student or staff member to be found in violation of said policy shall be subject to disciplinary action, with the minimum punishment being a reprimand to a maximum punishment of expulsion of students or termination of employees, the severity of which shall be based upon the specific circumstances of the infraction.

## **USE BY STUDENTS AND SCHOOL PERSONNEL OF TOBACCO AND/OR TOBACCO PRODUCTS ON SCHOOL PROPERTY**

**Purpose:**

To comply with the federal Pro Children's Act (PCA), Part C of Title X of Goals 2000: Education America Act, Public Law 103-227 and with the Alabama Administrative Code, Chapter 290-(1) (b) (2)-02, Regulations Governing Public Schools.

- I. Policy** - In compliance with federal and state requirements, the Enterprise City School System prohibits all persons from using tobacco products on school property.
- II. Procedure/Penalties for Violations by Students and/or School Personnel.**
  - A. Students who violate this policy shall be disciplined in the appropriate manner established and printed in the handbook of the respective schools.
  - B. School Personnel who violate this policy will be subject to the same disciplinary actions that accompany infractions of other Board of Education Policies.

## **STUDENT POSSESSION OF FIREARM(S) AT SCHOOL, ON SCHOOL BUSES, OR AT SCHOOL-SPONSORED FUNCTION(S)**

**Purpose:**

To comply with State Act 95-756 which requires city and county boards of education to develop and implement policies and procedures requiring the expulsion of students, for a period of one year, who are determined to have been in possession of a firearm in a school building, on school grounds, on a school bus, or at any other school-sponsored function.

**Policy** - The Enterprise City School System shall comply with all requirements of Act 95-756 pertaining to a student's possession of a firearm at school, on a school bus, or at a school-sponsored function.

**Procedures:**

- A. Notification of Possession of Firearm to Appropriate Parties - When the principal or other appropriate administrator of a school has determined that a student is/has been in possession of a firearm at school, on a school bus, or at a school-sponsored function, he/she shall notify the following people: the local Superintendent of Education, a proper law enforcement person, the parent (s) of the student, and when feasible, an appropriate authority in the judicial system.
- B. Expulsion Procedures - Local Board Policy D33 (EXPULSION) shall be followed in implementing expulsion procedures. In compliance with Act 95-756, the student shall be expelled for one year. In further compliance with Act 95-756, the local board of education may modify the expulsion

requirement for a student on a case-by-case basis. Discipline of student with disabilities who violate the firearm possession policy shall be determined on a case-by-case basis in accordance with the requirements of the Individual with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.

- C. Definition of the Term "Firearm" - For the purposes of Act 95-756 and this policy, the term "firearm" has the same meaning as defined in Section 921 of Title 18 of the United States Code.

### **NON-DISCRIMINATORY PRACTICES**

**Purpose:**

To establish policy assuring compliance with the following legislation:

1. Title IX of the Education Amendments of 1972
2. Titles IV, VI, and VII of the Civil Rights Act of 1964

**Policy** - It shall be the policy of the Enterprise City Board not to discriminate in any of its practices on the basis of race, color, disability, sex, religion, creed, national origin, or age.

**Procedure:**

Inquiries, complaints or concerns regarding compliance with federal regulations may be directed to the Office of the Superintendent; The Enterprise City Schools; 502 East Watts Street; Enterprise, Alabama 36330; 334-347-9531.

### **PRIVACY ACT**

**Purpose:**

To establish policy of annually informing parents of students under 18 of their right to review or inspect the educational records of their children.

**Policy** - Parents of students under 18 years of age shall have access to official records related to the students and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate. No persons other than professional and paraprofessional personnel in the Enterprise School System who have legitimate educational reasons, shall have access to student records without written parental consent.

The only exceptions to the above policy shall be in those cases when access to records is specifically authorized by law, and then the student directory publishes the following information:

Student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous educational agency or institution attended by the student.

**Procedure:**

- A. Parents or students wishing to review educational records shall contact the principal of the school in which the student is enrolled. The request shall be honored within 45 days after initial contact.
- B. Copies of records shall be made available at the cost set by the school.

### **MINIMUM ATTENDANCE STANDARDS FOR DAUPHIN JUNIOR HIGH SCHOOL**

**Policy** - A student may be absent from school for no more than twenty days in a given year and still be eligible to receive credit and/or promotion.

In the Dauphin Junior, Enterprise Junior, and Enterprise High Schools, a student may be absent from any given class for no more than ten days in a semester and still receive credit for the class.

All absences shall count toward the accumulated totals pursuant to the enforcement of this policy except (1) absences occurring due to attendance at approved school activities or (2) absences occurring due to illness which requires that the student be hospitalized or otherwise confined.

In such cases as outlined in item (2) above, proof of hospitalization or written physician's or health officer's order confining a student to the home must be presented to the student's respective principal, and a discretionary determination will be made as to whether the student can adequately complete work and acquire skills necessary to receive credit and/or promotion.

Parents shall be notified by letter by the principal when a student is in danger of acquiring an excessive number of absences, and this policy shall be explained in the letter.

This policy shall not be misconstrued to imply discouragement of the use of existing methods employed to promote school attendance. This policy shall have no effect upon present student accounting procedures.

### **STUDENT SEARCHES AND SEIZURES**

**Policy** - Students are entitled to the guarantees of the Fourth Amendment, and they are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of a particular student and school property when there is reasonable cause to believe that the student may be in possession of drugs, weapons, alcohol, or other materials in violation of school policy or state law. School property shall remain under the control of school officials and shall be subject to search. Any vehicle parked on Enterprise Board of Education property may be searched at any time while located on School Board property, with or without notice, to its owner or user. Any owner or user who enters upon Enterprise City Board of Education property with any vehicle consents to such searches by entering upon said property in a vehicle.

#### **Procedure:**

**A. School Property** - Student lockers, desks, and other such property are owned by the school. The school exercises exclusive control over the school property and a student should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials.

**B. The Person** - According to the decision of the Supreme Court of the United States "a student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated either the law or the rules of the school." A particular student's effects also are subject to being searched by school officials and are subject to the same rule. Effects may include automobiles located on school property.

The scope of the search must be "reasonably related to the objects of the search and not excessively intrusive in the light of the age and sex of the student and the nature of the infraction."

Group Searches: Searches of students and their effects must be particularized. Group Searches lack particularized suspicion and will not be permitted.

**C. Notice** - Students will be provided notice of this policy concerning search and seizure by having it placed in the student handbook or distributed by supplemental publication.

### **INTERNET ACCEPTABLE USE AND SAFETY POLICY**

**PURPOSE:** To set forth policies and guidelines for access to the Enterprise City School System network and safety policy for use of the Internet.

**POLICY:** The Board decisions concerning student and staff access to the Enterprise City School System network and to the Internet were kept in line with educational philosophy, goals, and objectives. Electronic information research and Internet access for exploring and communicating knowledge are fundamental educational tools. The Enterprise City School System expects that all staff will use the network and the Internet to strengthen the curriculum and will provide the information and instruction to students concerning their use.

#### **A. UNACCEPTABLE USES**

It is the policy of the Enterprise City School Board to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee or student to engage in any activity that does not conform to the established purpose and general rules and policies of network use and Internet safety. The following uses of the Enterprise City School System network and the Internet are considered unacceptable:

1. Accessing or processing pornographic, obscene or sexually explicit material.
2. Transmitting or receiving obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language.
3. Using language or images that are inappropriate to the educational setting (chat rooms, abusive,

derogatory or inappropriate e-mail) or disruptive to the educational process and will not post information or materials that could cause damage or danger of disruption.

4. Using language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
5. Posting false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
6. Engaging in any illegal act or violate any local, state or federal statute or law.
7. Vandalizing, damaging or disabling the property of another person or organization, making deliberate attempts to degrade or disrupt equipment, software or network performance by spreading computer viruses or by any other means, tampering with, modifying or changing the school system network software, hardware or wiring or taking any action to violate the school system network or Internet access, and using the school system network in such a way as to disrupt the use of the network by other users.
8. Gaining unauthorized access (hacking) to information resources or to access another person's materials, information or Files without the implied or direct permission of that person.
9. Posting private information about another person or to post personal contact information about themselves or other person including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, and not re-posting a message that was sent to the user privately without permission of the person who sent the message.
10. Gaining unauthorized access to the school system network or Internet or other network through the Enterprise City School System network, attempting to log in through another person's account, or using computer accounts, access codes or network identification other than those assigned to the user.
11. Violating copyright laws, or usage licensing agreements, or otherwise using another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, or plagiarizing works they find on the Internet.
12. Using the school system network for the conduct of a business, for unauthorized commercial purposes for financial gain unrelated to the philosophy of the Enterprise City School System, offering or providing goods or services or for product advertisement, or purchasing goods or services for personal use without authorization from the appropriate school system official.

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school system official. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy.

#### **B. VIOLATION AND UNACCEPTABLE USE CONSEQUENCES**

The use of the Enterprise City School System network and access to the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school system network or the Internet may result in one or more of the following consequences: suspension or cancellation of use of access privileges; payments for damages and repairs; discipline under appropriate school system policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

#### **C. CONSISTENCY WITH OTHER SCHOOL POLICIES**

Use of the school system network and use of the Internet shall be consistent with all other Enterprise City School System policies and the philosophy of the Enterprise City School System.

#### **D. LIMITED EXPECTATION OF PRIVACY**

1. By authorizing use of the school system network and the use of the Internet, Enterprise City School System does not relinquish control over materials on the system or contained in files on the network. Users should expect only limited privacy in the contents of personal files on the school system network.
2. Routine maintenance and monitoring of the school system network may lead to a discovery that a user has violated this policy, another system policy, or the law.
3. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or system policy.

4. School system employees should be aware that data and other materials in files maintained on the school system network may be subject to review, disclosure, or discovery.
5. The school system will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with school system policies conducted through the school system network.

#### **E. INTERNET USE AGREEMENT**

1. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the Enterprise City School System.
2. This policy requires supervision by the school's designated professional staff before a student may use the school network or resource to access the Internet.
3. The Internet Use and Safety Agreement form must be read and signed by the user and the parent or guardian. The form must then be filed at the individual school office.

#### **F. LIMITATION ON SCHOOL DISTRICT LIABILITY**

Use of the school system network and Internet is at the user's own risk. The network is provided on an "as is, as available" basis. The school system will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school system diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or mis-deliveries or non-deliveries of information or materials, regardless of the cause. The school system is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school system network. The school system will not be responsible for financial obligations arising through unauthorized use of the school system network or Internet.

#### **G. USER NOTIFICATION**

1. All users shall be notified of the school system policies relating to Internet use.
2. The notification shall include the following:
  - a. Notification that Internet use is subject to compliance with school system policies.
  - b. Disclaimers limiting the school system liability relative to:
    - (1) Information stored on school system diskettes, hard drives, or servers.
    - (2) Information retrieved through school system computers, networks or online resources.
    - (3) Personal property used to access school system computers, networks or online resources.
    - (4) Unauthorized financial obligations resulting from use of school system resources/accounts to access the Internet.
  - c. A description of the privacy rights and limitation of school sponsored/managed Internet accounts.
  - d. Notification that, even though the school system may use technical means to limit student Internet access with I-Gear and Mail-Gear filtering software, these limits do not provide a foolproof means for enforcing the provisions of this Internet Use Policy.
  - e. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student or student's parents or guardians.
  - f. Notification that should the user violate the school system use and safety policy, the student's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
  - g. Notification that all provisions of the use and safety policy are subordinate to local, state, and federal laws.

### **GRIEVANCE PROCEDURE**

**Purpose:** To establish policy and procedure for settling possible grievances of professional and non-professional employees, students, or parents.

**Policy -** The Enterprise City School Board recognizes that harmonious relations with its employees can be maintained and improved through effective communications. The interest of all parties will best be served by sincere efforts of all concerned to promote understanding and cooperation. The Board, therefore, has adopted the following grievance procedure as a means of examining and resolving possible problems of parents, students, or personnel which cannot otherwise be solved.

#### **A. Definition**

1. A grievance is a complaint by any member/members of the professional staff, the non-professional staff, parents, or the student population. It may not include matters involving the Board's authority to establish educational policy or to determine rules and regulations for the conduct and management of the schools. This grievance procedure does not apply in cases of the non-renewal of contracts of teachers who are on continuing or non-continuing service status.
2. The grievance shall be initiated orally at level one. This is to be done within a reasonable length of time following the occurrence of the act or condition which is the basis for the complaint. Beyond level one, the grievance shall be presented in writing.
3. The term "immediate supervisor" is that employee possessing the administrative authority to direct the activities of the grievant. In the case of students, parents, and classroom teachers, it shall mean **principal**.

**Procedures** - Each level shall be observed in the manner and sequence herein stated. If an emergency situation necessitates an exception to the rule, the grievance shall be expedited under the supervision of the superintendent in as near an ordinary manner as may be possible.

**A. Step One - Informal Conference With Supervisor**

The aggrieved shall call attention to the grievance by discussing the problem with the immediate supervisor. The objective of this conference shall be to resolve the issue informally to the satisfaction of both parties. If either or both of the parties feel the need for aid in arriving at a solution, they may, by agreement, invite such additional persons to attend the discussion as may be necessary and available to a full resolution of the complaint. Such additional participants in the discussion shall not relieve the original parties involved from the responsibility of solving the problem. The foregoing procedure of direct communications and discussions should result in a full disclosure of facts and a fair and speedy resolution of most of the complaints arising out of the daily operation of the school system. The resolution of a complaint in the informal discussion stage shall be without prejudice to the position of either the aggrieved or the Enterprise School System.

**B. Step Two - Written Appeal to Superintendent** If, as a result of the informal proceedings, the matter is not resolved, the grievance shall be set forth in writing by the aggrieved specifying:

1. the nature of the grievance
2. the nature and extent of the injury, loss, or inconvenience suffered
3. the results of previous discussions
4. the reasons for dissatisfaction with the decision previously rendered

This written notice shall be delivered to the immediate supervisor by the grievant within five (5) days following the informal conference. Upon receipt of a written grievance appeal, the supervisor shall prepare a written report of his discussion with the aggrieved, setting forth the following:

1. date and place of meeting with the aggrieved
2. names of persons participating in the discussion
3. background information and facts
4. summary of discussion
5. decision reached
6. date written appeal was received

The written grievance and the supervisor's report shall be forwarded to the superintendent within five (5) school days of the receipt of the written grievance by the supervisor. The superintendent shall contact the aggrieved within five (5) school days of receipt of the written grievance, and schedule a hearing unless a hearing is waived in writing by the grievant.

The aggrieved shall have the opportunity at the hearing to present evidence, either by witnesses or in writing, supporting his position and shall be entitled to be represented by personal counsel and to present witnesses. The aggrieved shall furnish the superintendent a list of witness at least five (5) school days prior to the hearing.

After reviewing all the facts, the superintendent shall deliver his decision to the aggrieved in writing by registered mail within five (5) school days of the hearing. In the event the hearing is waived, the decision shall be delivered in the same manner within five (5) school days of receipt of the written grievance.

**C. Step Three - Written Appeal to Board of Education**

If the aggrieved is not satisfied with the decision rendered by the superintendent, he may appeal to the Board of Education by setting forth his grievance in writing specifying:

1. the nature of the grievance
2. the nature and extent of the injury, loss, or inconvenience suffered
3. the results of previous discussions
4. the reasons for dissatisfaction with the decision previously rendered

The written grievance shall be delivered by the aggrieved to the superintendent, who serves as secretary to the Board. This shall be done within five (5) school days of receipt of the superintendent's decision by the aggrieved. The superintendent, upon receipt of a written appeal to the Board, shall schedule a hearing before the Board for the aggrieved to present his appeal.

The superintendent, after receipt of the written grievance, shall prepare a written report of his hearing with the aggrieved stating the following:

1. date and place of meeting with the aggrieved
2. names and persons participating in the discussion
3. background information and facts
4. summary of discussion
5. decision rendered
6. date written appeal was received

The written grievance, with the reports of the supervisor and the superintendent, shall be presented to the Board at the hearing. The aggrieved shall be afforded the opportunity to present witnesses and evidence supporting his position, and to be represented by counsel at the hearing before the Board.

The Board shall notify the grievant of its decision within thirty (30) days after the hearing by registered mail. This decision shall be final and binding on all parties. Unless legal recourse is sought, the grievance shall be deemed settled and the employee shall have no further right with respect to such grievance.

**STUDENT**

I have read and understand the contents of this Student-Parent Guide. I understand the Enterprise City School System policies selecting to acceptable and safe use of the school system computer network and the Internet and agree to abide by them. I further understand that any violation of these policies is unethical and may contribute to violation of law. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action my be taken.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Student

**PARENT OR GUARDIAN**

I have read and understand the contents of the Student-Parent Guide. I understand the Enterprise City School System policies relating to acceptable and safe use of the school system network and the Internet. I understand that this access is designed for educational purposes. I hereby give permission for my child to have access to the network and Internet. I certify that the information contained on this form is correct.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Parent

**Comments:**

Please Cut Here, Sign and Return