

# **ENTERPRISE ELEMENTARY STUDENT HANDBOOK**

## **WELCOME**

*On behalf of faculty, staff, and administration, we welcome you to this academic school year. We are pleased that you are a part of the Enterprise City School System. We anticipate your involvement and cooperation in making this year successful.*

*This school handbook has been prepared to help answer questions students and parents usually have concerning the activities, procedures, and rules for the successful daily operation of our school. We believe that following these will help us to have an orderly school conducive to learning. There is no intent to develop a set of expectations which are confining or restrictive. Instead, a common ground of clearly understood policies and procedures will enable us to provide the best possible educational experiences for every student. We are available to discuss and help resolve any situation. Feel free to call the school office and arrange a conference.*

*These policies and procedures supplement and include the policies of the Enterprise City Board of Education. They do not replace nor supercede the policies of the Enterprise City Board of Education. In the event of any conflict, the policies of the Enterprise Board of Education control.*

*You may obtain a copy of any policy of the Enterprise City Board of Education by request from the Superintendent's Office, 502 E. Watts Street, Enterprise, Alabama 36330.*

## **MISSION STATEMENT FOR ENTERPRISE CITY SCHOOLS**

*The mission of the Enterprise City School System is to provide motivated lifelong learners with skills necessary to become well-rounded, productive members of society. Using the latest technology and techniques, we commit ourselves to build an atmosphere for learning in a safe and clean environment. We will accomplish our mission through a cooperative effort among school staff, students, parents, and community.*

## **PHILOSOPHY**

*The philosophy of the elementary schools encompasses the development of the "whole" child. We strive to achieve this purpose by guiding each child personally, physically, socially, and intellectually. We provide a positive, nurturing environment in which children feel safe and respected as they develop a sense of pride and self-worth.*

*We realize that children are more successful when there is a cooperative, productive relationship among parents, teachers, administrators, and members of our community. We believe in a continuous process of communication and evaluation through reporting regularly to parents. Therefore, parental and community involvement is an integral part of our program.*

*Each child is a unique individual who brings a variety of experiences, values, skills, needs, and learning styles to our school. We will provide the opportunity for each child to become successful through accommodating these various differences as we offer a well-balanced and flexible program.*

*It is our belief that special needs must be met before maximum intellectual growth can be achieved. We provide many specialized teachers and staff members who offer a variety of educational experiences to facilitate learning.*

*We strive to instill in each child a healthy respect for self and others. It is our desire that each child will develop social skills which will enable him or her to become a responsible, productive, and contributing member of our ever-changing society.*

## ENTERPRISE CITY SCHOOLS School Calendar 2008-2009 (187 Days)

August 4, 2008	Teachers Begin Work
August 5-6, 2008	Professional Development/Work Day
August 7, 2008	First Full Day for Students
September 1, 2008	Labor Day Holiday
October 13-17, 2008	Fall Intercession (Schools Not In Session)
October 20, 2008	First Day of Second Nine Weeks
October 27, 2008	Parent Visitation Day (Schools <u>Are</u> in Session)
November 11, 2008	Veterans Day Holiday Observed
November 26,27,28,2008	Thanksgiving Holidays
December 19, 2008	Christmas Holidays Begin at End of School Day
January 5, 2009	Teacher Work Day
January 6, 2009	School Opens for Students After Christmas (First Day of Third Nine Weeks)
January 19, 2009	King/Lee Holiday
February 16, 2009	Professional Development/ Work Day (Holiday For Students)
March 16, 2009	First Day of Fourth Nine Weeks
April 10, 2008	Good Friday Holiday
April 10-19, 2008	Spring Break
April 20, 2009	School Resumes After Spring Break
May 25, 2009	Memorial Day Holiday
May 28, 2009	Last Day for Students
May 29, 2009	Last Day for Teachers

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### Nine Week Reporting Periods

August 7, 2008 - October 10, 2008  
 October 20, 2008 - December 19, 2008  
 January 6, 2008 - March 12, 2009  
 March 16, 2008 - May 28, 2009

### Progress Report Days

September 10, 2008  
 November 12, 2008  
 February 4, 2009  
 April 22, 2009

### Report Card Days

October 22, 2008  
 January 6, 2009  
 March 18, 2009  
 May 28, 2009

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**STATEMENT OF RECEIPT**

*I (We) have read and understand the Enterprise City School System's Elementary Handbook.*

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

**INTERNET USE AND SAFETY POLICY RECEIPT**

**STUDENT**

*I have read and do understand the Enterprise City School System policies relating 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 constitute a 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 may be taken.*

User's Full Name (please print): \_\_\_\_\_

User's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PARENT OR GUARDIAN**

*As the parent or guardian of this student, I have read and do understand the Enterprise City School System policies relating to acceptable and safe use of the school system computer 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 and certify that the information contained on this form is correct.*

Parent or Guardian's Name (please print): \_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**STUDENT PHOTO / NAME RELEASE**

- I do give permission for my child's picture to be printed in the newspaper.*
- I do not give permission for my child's picture to be printed in the newspaper.*
- I do give permission for my child's name to be printed in the newspaper.*
- I do not give permission for my child's name to be printed in the newspaper.*

## **NOTICE OF THE PROTECTION OF PUPIL RIGHTS**

*The Protection of Pupil Rights Amendment (PPRA), 20 U.S. C. 1232h, requires the Enterprise City School System to notify parents and obtain consent or allow parents to opt their child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):*

- 1. Political affiliations or beliefs of the student or student’s parents;*
- 2. Mental or psychological problems of the student or student’s family;*
- 3. Sex behavior or attitudes;*
- 4. Illegal, anti-social, self-incriminating, or demeaning behavior;*
- 5. Critical appraisals of others with whom respondents have close family relationships;*
- 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;*
- 7. Religious practices, affiliations, or beliefs of the student or parents; or*
- 8. Income, other than as required by law to determine program eligibility.*

*This requirement also applies to the collection, disclosure, or use of student information for marketing purposes (“marketing surveys”) and certain physical exams and screenings.*

*Parents will be notified of activities during the school year requiring parental notice, consent, and right to opt out.*

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

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

## **PARENTS RIGHT-TO-KNOW NOTICE**

*The Enterprise City School System desires to maintain strong communication and a cooperative effort between home and school. We are committed to providing your child with a quality education. One of the keys in accomplishing this is to ensure that our teaching personnel are caring and well-qualified.*

*Upon your written request to the school principal, our school system will provide information which specifies the professional qualifications of your child’s current classroom teacher(s) or the qualifications of any paraprofessional who is directly involved in the instruction of your child. Additionally, our school system will provide you with specific information regarding your child’s level of achievement as reflected on the most current state academic assessments.*

*Thank you for your support of our school system’s efforts to provide the best educational opportunities for your child.*

# **SCHOOL DAILY SCHEDULE**

## **REPORTING**

*Students who do not ride school buses or day care vans should not report to school before 7:20. There is no supervision of students by school staff prior to 7:20. Classes begin at 8:00 and students are dismissed at 3:00.*

## **TARDINESS**

*Students who are not in class at 8:00 will be counted tardy. A tardy admit slip will be issued if a student reports after the 8:00 bell. Students who are tardy must be signed in through the office by his/her parent(s) or guardian. Students who are checked out before 3:00 will also be counted tardy.*

*For a tardy to be excused the student must have a doctor's, dentist's, or health official's note. On the 4th unexcused tardy a referral to the Enterprise City School System's Attendance Supervisor will be made.*

## **ABSENCES**

*It is important for students to be in school each day in order to be successful. Students are expected to be in attendance except in case of an emergency or illness.*

*A written excuse from a parent or doctor for absences must be brought to the teacher on the day of return to school. Failure to do this within 3 days of return to school will result in the absence being coded as unexcused.*

*See Board Policy D10 for further information regarding absences.*

## **CHECK OUT PROCEDURES**

*A student must be signed out in the office when leaving during school hours. Persons checking students out may be required to provide appropriate identification. (A complete listing of all persons authorized to check out a student should be provided at the time of registration, and/or the registration form, and on the check out card). Students will be called to the office via the intercom.*

## **RAINY DAY SCHEDULES**

*Please plan ahead and make arrangements so students will know exactly what to do if it is raining at dismissal time. School bus students will be dismissed at regular time.*

*Make certain your child is aware of the rainy day arrangements which may be different than their regular routine.*

## **NOTIFICATION OF PRIVACY RIGHTS OF PARENTS AND STUDENTS**

*The Enterprise City School System wishes to inform parents of students under 18 years of age that they have a right to inspect and review the educational records of their children. The rights of parents in this regard shall be accorded to students upon reaching the age of 18. You are entitled to an explanation of these records and will be given a hearing to challenge the accuracy of this information if you so desire. Records of attendance and scholastic progress as well as vital statistics and significant health facts are maintained under the direction of the principal of each school in our system. Upon graduation, the educational record is destroyed except for the permanent record card containing semester averages, attendance, vital statistics, significant health facts, and graduation date. Professional and paraprofessional personnel in our school system having a legitimate educational reason have access to these records. No other person, except where specifically authorized by law, has access to these records without your written consent. The only exception to the above is the information published in the student's directory, which is as follows:*

*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 education agency or institution attended by the student.*

*If you wish to review the education records of your student, feel free to contact the principal of the school in which your student is enrolled. He or she will honor your request within 45 days after your initial contact. If you so desire, copies of your child's educational records will be made at the cost of \$.25 per page.*

## **BUILDING BASED STUDENT SUPPORT TEAM (BBSST)**

*The Enterprise City Schools have a Building Based Student Support Team (BBSST). The Team takes referrals from teachers who have identified at-risk students. Students are eligible when they are at risk of failing or at risk of dropping out. The goal of the Team is to provide support in regular classroom programs to enable each student to be successful academically and behaviorally.*

## **STUDENTS WITH DISABILITIES**

*The Enterprise City School System provides 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  
Special Projects Center  
Phone: 334-347-4287*

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

## NOTICE FOR DIRECTORY INFORMATION

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

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

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

*If you do not want the Enterprise City School System to disclose directory information from your child's education records without your prior written consent, you must notify the Enterprise City School System in writing. The Enterprise City School System has designated the following information as directory information: (NOTE: An LEA may, but does not have to, include all the information listed below:)*

- *Student's name*
- *Participation in officially recognized activities and sports*
- *Address*
- *Telephone listing*
- *Weight and height of members of athletic teams*
- *Electronic mail address*
- *Photograph*
- *Degrees, honors, and awards received*
- *Date and place of birth*
- *Major field of study*
- *Dates of attendance*
- *Grade level*
- *The most recent educational agency or institution attended*

*The name and address of the person administering the Notice for Directory Information for the Enterprise City School System is:*

*Enterprise City Board of Education  
Director of Federal Programs  
P.O. Box 311790  
502 East Watts Street  
Enterprise, AL 36331  
334-347-9531*

## **NOTIFICATION OF RIGHTS FOR ELEMENTARY AND SECONDARY SCHOOLS**

*The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:*

- 1. The right to inspect and review the student’s education records within 45 days of the day the Enterprise City System receives a request for access. Parents/guardians or eligible students should submit to the appropriate school principal a written request that identifies the record(s) they wish to inspect. The school principal will make arrangements for access and notify the parents/guardians or the eligible student of the time and place where the records may be inspected.*
- 2. The right to request the amendment of the student’s education records that the parents/guardians or eligible student believes are inaccurate or misleading. Parents/guardians or eligible students may ask the Enterprise City School System to amend a record they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Enterprise City School System decides not to amend the record as requested by the parents/guardians or eligible students, the school system will notify the parents/guardians or eligible students of their right to a hearing. Additional information regarding the hearing procedures will be provided to the parents/guardians or eligible student when notified of the right to a hearing.*
- 3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorized disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed the the Enterprise City School System as an administrator, supervisor, instructor, staff member (including health or medical staff), and Enterprise City School Board or a person or company with whom the Enterprise City School System has contracted to perform a special task (such as an attorney, auditor, medical consultant, school psychometrist, or therapist). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Enterprise City School System discloses education records without consent to officials of another district in which a student seeks or intends to enroll.*

*(NOTE: FERPA requires school district (LEA) to make a reasonable attempt to notify the parents/guardians or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.)*

- 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Enterprise City School System to comply with the requirements of FERPA. The name and address of the office that administers FERPA:*

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

*Enterprise City Board of Education  
Director of Federal Programs  
P.O. Box 311790  
502 East Watts Street  
Enterprise, AL 36331*

# **ADVENTURES BEYOND THE CLASSROOM**

## **Gifted Education in the Elementary School**

### **REFERRALS AND IDENTIFICATION OF ABC STUDENTS**

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

*A student may be referred by teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist.*

*For each student referred, information is gathered in the following three areas:*

- 1. Aptitude. Assessed through an individual or group test of intelligence or creativity.*
- 2. Characteristics. A behavior rating scale designed to assess gifted behaviors is completed by a classroom teacher.*
- 3. Performance. At least three indicators of performance at a gifted level, such as achievement test scores, grades, products, work samples, and/or portfolios.*

*The scores from the assessments/items used are entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.*

*For more information contact your school office or the ABC office, 347-4536.*

### **SERVICES FOR ABC STUDENTS**

*Third through sixth grade gifted students are given the opportunity to participate in Adventures Beyond the Classroom (ABC). This one-day a week pullout program gives our gifted students opportunities to enrich their educational experiences.*

*Second graders who are identified as gifted will receive gifted services at the beginning of their third grade year.*

### **GUIDELINES FOR MAKE-UP WORK FOR ABC STUDENTS**

*ABC students will be given the opportunity to complete regular classroom assignments that are missed while attending their ABC class. It is often possible that ABC students could/should be exempted from completing all the work missed on a given day.*

- 1. Shortened assignments (one-half) for basic skills activities should be given if the child has demonstrated a need for additional practice. Otherwise, the work should be exempted.*
- 2. Students will be given two evenings (excluding Saturday and Sunday evening) to complete make-up work.*
  - a. If the assignment is given the day before the ABC class, the work will be due the day after their ABC class.*
  - b. If the assignment is given the day of the ABC class, the work will be due after two evenings.*
- 3. If only one test is planned the day of the ABC class and ample time is available, the student should take the test the day of their ABC class. If multiple tests are planned the day of the student's ABC class, the make-up will be handled as in the case of sickness.*

## **CLASS ASSIGNMENT**

*Class assignments are automated using the student data computerized program (STI). Students are assigned by the program based on the number of sections needed per grade level. Once a student has been assigned, alterations will not be made.*

## **ENTERPRISE CITY SCHOOLS GRADING SCALE**

*Grades one through six shall use the standard coding explained below of A, B, C, D, and F:*

<i>A</i>	<i>92 - 100</i>	<i>Excellent</i>
<i>B</i>	<i>83 - 91</i>	<i>Good</i>
<i>C</i>	<i>74 - 82</i>	<i>Average</i>
<i>D</i>	<i>65 - 73</i>	<i>Poor</i>
<i>F</i>	<i>0 - 64</i>	<i>Failing</i>

**Grades for Reading: Students Reading On Grade Level:** 100% of grading will come from Core Assignments/Assessments  
**Students Needing Intervention:** 33% of grading will come from Intervention Assignments/Assessments  
**Students Reading Above Grade Level:** 33% of grading will be from Challenge Assignments/Assessments

## **SEVERE WEATHER/FIRE PROCEDURES**

*In keeping with the Enterprise City Board of Education policy requirements, students will practice evacuation procedures for fires, tornadoes, severe weather, and bomb threats. If any emergency should require school to be dismissed early, it will be announced on all Enterprise radio stations. (Please note that the Enterprise School System is not a part of the Coffee County School System.)*

## **ASBESTOS NOTIFICATION**

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

## **PARENT COMMUNICATION**

### **Parent/Teacher Conferences**

*Teachers are available for conferences with parents on Tuesday, Wednesday, or Thursday after 3:05 p.m. Parents may request a conference by sending a note to the teacher or calling the school office. Parents will be notified of the scheduled conference date and time within a reasonable time frame.*

## **WEEKLY STUDENT FOLDERS**

*Each parent will receive a folder containing work or a progress report each Wednesday. Please review the contents of the folder, sign indicating the receipt of the folder, and return on Thursday.*

## **PROGRESS REPORTS/REPORT CARDS**

*Mid-term progress reports and nine-weeks report cards will be issued in accordance with the school calendar.*

## **PERMISSION SLIP FOR FIELD TRIPS**

*Students taking field trips will be required to have written permission from parents before taking trips.*

## WELLNESS POLICY

*Purpose: To provide a school environment that enhances learning and development of lifelong wellness practices.*

*Policy: The Enterprise Board of Education is committed to providing a school environment that enhances learning and development of lifelong wellness practices. To accomplish these goals:*

- (1) Child Nutrition Programs comply with federal, state and local requirements. Child Nutrition Programs are accessible to all children.*
- (2) Sequential and interdisciplinary nutrition education is provided and promoted.*
- (3) Patterns of meaningful physical activity connect student's lives outside of physical education.*
- (4) All school-based activities are consistent with local wellness policy goals.*
- (5) All foods and beverages made available on campus (including vending, concessions, a la cart, student stores, parties, and fund-raising) during the school day are consistent with the Current Dietary Guidelines for Americans.*
- (6) All foods made available on campus adhere to food safety and security guidelines.*
- (7) The school environment is safe, comfortable, pleasing, and allows ample time and space for eating meals. Food and/or physical activity is not used as a reward or punishment.*

## **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 communications 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. Students shall be allowed to possess such devices; however, such devices must be turned off 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) Students 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 sponsor/coach/principal.*
- (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.*

*Consequences used include, but are not limited to, counseling, verbal reprimands, school detention, loss of privileges, extra work, corporal punishment, parent conferences, and suspensions.*

*Consequences administered will be determined by the severity of the infraction, frequency of office referrals, and/or other circumstances determined by the principal.*

## OTHER COMMUNICATIONS

*Parents need to keep the school informed regarding:*

- (1) Changes of address, phone number, or custody.*
- (2) Changes in methods of transportation involving Enterprise City School buses.*
- (3) Changes in persons authorized to sign in or sign out your child.*
- (4) Changes in family income related to eligibility to participate in the Child Nutrition Program.*

*Please send a note to the school office concerning the above changes in order to ensure accuracy and documentation of these changes.*

## STUDENT CONDUCT

*A well-behaved student body is required if meaningful, effective instruction is to take place in the classroom. Students are expected to conduct themselves in an acceptable manner at all times and are required to conform to school and classroom policies and regulations.*

*Students are expected to show proper respect to the faculty and staff, visitors, and fellow students at all times.*

*Inappropriate student behavior will result in some form of discipline. Examples of student misconduct that will result in consequences are: (1) failing to follow instructions and/or obey teachers; (2) disruptive conduct; (3) excessive talking; (4) fighting; (5) failing to have necessary materials for class; (6) using profanity; (7) acting in a rude or discourteous manner; (8) stealing; (9) possession/use of a weapon; (10) possession/use of tobacco products, drugs, or alcohol, or other controlled substances; (11) damaging and/or destroying school property or that of others; and (12) abusing and/or threatening other students.*

*Consequences used include, but are not limited to, counseling, verbal reprimands, school detention, loss of privileges, extra work, corporal punishment, parent conferences, and suspensions. Consequences administered will be determined by the severity of the infraction, frequency of office referrals, and/or other circumstances determined by the principal.*

***If it is your desire that corporal punishment not be administered to your child, you must furnish this school office a written statement to that effect. This statement must be resubmitted each school year. If the need arises for the utilization of corporal punishment, and such a statement is on file, your child will be suspended from school (See Enterprise City Board Policy D32) in lieu of corporal punishment. The school does not seek permission of parents before disciplining.***

*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.*

*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.*

*In cases where a student's misconduct results in the damage and/or destruction of school property and that of other people, the misbehaving student will be disciplined and will be required to pay for repair and/or replacement of the item. In the case of school property, the cost of repairs and/or replacement will be determined by the principal and the Superintendent of Education.*

## **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 Elementary Schools.*

*Failure to comply with the guidelines will result in penalties ranging from a 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.*

### **SHORTS/SKIRTS**

- 1. Students will be permitted to wear certain types of shorts provided they extend beyond the midpoint of the thigh and are 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 types 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. Shorts with tears or holes that are indecent and/or distracting.*
- 4. Students are not allowed to wear skirts that do not extend beyond the mid point of the thigh or that fit immodestly tight in the legs and buttocks.*

### **SHIRTS/TOPS**

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

*The following types of shirts or types are not allowed:*

- 1. Shirts or types that expose the midriffs when arms are fully extended above the student's head.*
- 2. Sleeveless shirts or tops for male students.*
- 3. Strapless tops, mesh tops, spaghetti strap tops, tube tops, immodestly tight or revealing tops.*

## *F. LIMITATION OF 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 interruption of service or misdeliveries or nondeliveries 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 provision over the Internet 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.*

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 the 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.*

*SYMBOLS/PICTURES/WORKING/TATTOOS:*

*Clothing, tattoos, or jewelry, which contain profane or immoral words or drawings, reference to drugs, alcohol, or 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 headware 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 causes 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.*

## STUDENT SERVICES

*Our school has on staff a full-time counselor and a full-time health nurse. Questions related to services provided by these staff members can be directed to the school office.*

### MEDICATION FOR STUDENTS

*All medicine will be stored in the Health Room and will be administered by the school nurse as it is prescribed and requested in writing by the parent, legal guardian, or family physician.*

- Any prescribed medication you wish for your child to take during school hours must be in the original bottle and accompanied by a physician's note to be administered by the nurse.*
- An "administration of medication" form must be completed and signed by the student's parent. Time(s) and dosage(s) or medication must be specified on the form.*
- Students may not have over-the-counter medication in their possession.*

*Any student having possession of other than the specified daily dosage and who may give away, sell, or attempt to give away and/or sell medication (non-prescription or prescription) shall be subject to school disciplinary procedures.*

### FOOD SERVICES

*Enterprise City Schools participates 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 same application. 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.*

*A meal account will be maintained for each student. Money may be deposited in the meal account for any amount. Money will be collected in the lunchroom each day from 7:25 until 7:55. Meals and ala cart items may also be purchased as the student goes through the meal line.*

*Breakfast will be served each morning from 7:25 until 7:55.*

*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.*

*Meal prices are as follows (and are subject to change):*

<i>Full price breakfast</i>	<i>\$1.00</i>
<i>Reduced breakfast</i>	<i>\$ .30</i>
<i>Full price lunch</i>	<i>\$1.75</i>
<i>Reduced lunch</i>	<i>\$ .40</i>
<i>Adult lunch (Visitor)</i>	<i>\$3.25</i>

## 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 posting 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, to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.*
- 6. Engaging in any illegal act or violating 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 of 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 accessing another person's materials, information, or files without the implied or direct permission of that person.*
- 9. Posting private information about another person or posting personal contact information about themselves or other persons including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords; and reposting 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.*

## **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 circumstance 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.*

*Policy: In compliance with federal and state requirements, the Enterprise City School System prohibits all persons from using tobacco products on school property.*

*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 handbooks 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.*

## **TRANSPORTATION**

*Misconduct on a school bus which results in a referral to the principal will be handled as follows:*

<i>1st. referral:</i>	<i>student is warned/counseled</i>
<i>2nd referral:</i>	<i>parents notified by phone or in writing</i>
<i>3rd referral:</i>	<i>5-day bus suspension</i>
<i>4th-7th referrals:</i>	<i>10-day bus suspension</i>
<i>8 or more referrals:</i>	<i>student may be recommended to the Superintendent of Education for suspension from the bus for the remainder of the semester.</i>

*Fighting on a bus may result in up to a 10-day bus suspension. Repeated incidents of fighting may result in a recommendation to the Superintendent of Education that the student be suspended from the bus for the remainder of the semester.*

*These procedures will be followed on a semester basis.*

## **PHYSICAL EDUCATION**

*Physical Education is required for all students except those excused with a medical statement from a doctor or other health official. For minor ailments a parent's note will be honored for up to three days.*

*Children participate in exercises, group and individual games/sports, and some classroom activities during their physical education period. During the fall and spring students participate in physical fitness testing.*

*Students should wear clothing which allows them to participate fully in all physical education activities.*

## **TEXTBOOKS**

*Textbooks are made available free of charge to each student with the understanding that the student and parent or guardian are responsible for the care of the assigned book(s). These textbooks remain the property of the Enterprise City School System and shall be returned to the school at the instruction of the principal or the teacher in charge.*

*Damaged or lost books must be paid for before another textbook can be issued. If the parent or guardian fails to pay for the lost or damaged book(s), no books will be issued to his/her child in the future and the parent will be responsible for securing the child the required textbook(s). Report cards and clearance for withdrawals may be held until such matters are taken care of.*

*State law stipulates that such parents or guardians failing to provide textbooks for their children may be reported to juvenile authorities for parental neglect.*

## WITHDRAWAL OF STUDENTS

*Parents are requested to notify the school at least two days prior to the date of withdrawal. By doing so, sufficient time will be allowed for teachers and other school officials to complete the withdrawal procedure. Failure to give adequate notice of withdrawal will necessitate parents having to wait unduly, as well as the instructional program being interrupted for the teacher to take time to complete part of the paperwork. School records brought by parents to the school at the time of registration may be picked up at time of withdrawal. All other records will be mailed to the receiving school upon request.*

*If a student leaves school before the official closing date, his/her report card may not indicate promotion or retention. The student may be recommended for promotion or retention on the report card or via letter from the principal. **The student's parent or guardian must come into the office and sign completed withdrawal form(s) so this process may be officially completed.***

## HOMEWORK/MAKE-UP WORK

*Homework is a valuable aid that assists students in receiving the maximum benefit from their school experiences. Homework is provided for students to: (1) reinforce what has been learned in class; (2) prepare students for upcoming lessons; (3) assist in developing responsibility; and (4) assist in the development of positive study habits.*

*Generally, completion of homework assignments should not require more than one hour. Occasionally, longer projects may require study or preparation over several evenings. It is suggested that students write their assignments in a pad or tablet. Homework is assigned Monday - Thursday. Homework may be assigned on the weekend on a limited basis.*

*When a child is absent from school he/she will be given an opportunity to make up any work missed. He/she will be given a minimum of 3 days after the absence to make up the work. (Exceptions may arise due to an extended illness in which case additional time may be granted.) Students can make up tests, homework, and class assignments or projects which were assigned immediately before or during the illness.*

## NOTICE TO PARENTS CONCERNING LIBRARY MATERIALS

*The librarian is in charge of ordering books for the library. Books are ordered based on recommendations contained in professional library journals, recommendations from teachers, parents, and children, and promotional sheets from publishers. Efforts are made to screen books to ensure that only books appropriate for elementary age children are available in our library.*

*Parents who find books that they deem objectionable should follow these procedures:*

- 1. Notify the principal, in writing, of the complaint and specify the material that is objectionable.*
- 2. Return the book to the principal.*

*The principal will review the book, specifically the objectional material. A conference will be scheduled with the parents in which the book may be discussed. After the conference, a decision will be made by the principal. The principal may decide to: (1) leave the book in circulation; (2) delete only the objectional materials; or (3) remove the book from circulation. The parents raising the objection will be notified in writing as to the decision reached by the principal.*

## **USE, POSSESSION, BEING UNDER THE INFLUENCE, AND/OR SELLING OF A CONTROLLED SUBSTANCE\* (INCLUDING ALCOHOL)**

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

*Procedure:*

- A. The first offense of the use, possession, and/or being under the influence of a controlled substance (including alcohol) shall result in the suspension of the offending student for five (5) school days.*
- B. The second offense of the use, possession, and/or being under the influence of a controlled substance (including alcohol) shall result in the expulsion of the offending student (under the provision of Policy D33 – 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 D33 – Expulsion).*

*\*Definition: A controlled substance shall be defined as a 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.*

## **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 students 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.*

## 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, a 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 the 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 and 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.*
- D. Expulsion action shall be in keeping with policy set forth in Discipline.*

## VISITORS

*We welcome your support and interest. Parents who wish to visit the classroom must schedule the visit through the principal. All visitors and guests must sign in at the office with the principal or secretary before going to any part of the building. Visits will be arranged as schedule and time permits.*

*When visiting the school, parents should not bring non-school age children with them. Visits other than planned parent/teacher conferences are not the appropriate times to discuss the child's work with the teacher.*

## STUDENT PARTIES AND ACTIVITIES

- Students in grades K - 6 may have a maximum of 3 parties to be determined by the principal.*
- All party activities must be cleared through the principal's office.*
- Birthday parties for students or teachers may not be held at school. No birthday party invitations or other party invitations may be given out at school.*
- Flowers, balloons, or gifts sent to students will be held in the office until the end of the school day. Students may pick them up as they depart from school.*
- The formation of any club and/or organization must be approved by the principal. Students of all races are encouraged to participate in activities sponsored by the school. 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, ethnicity, age, or condition of handicap. Sponsors are available to meet, upon request, with any interested student to answer questions and provide information. Notices regarding all activities will be posted throughout the building.*
- If field trips are permitted, permission forms will be required from each child. These forms will indicate parent's awareness of the destination and approval for their child to attend.*

## MISCELLANEOUS

- Juice or milk is available for snacks. The price is \$.40.*
- Parents who wish to serve as volunteers should notify the school office.*
- Students will be allowed to use the phone only in emergency or other unusual circumstances.*
- Weapons, firearms, or objects that could be used as weapons are forbidden on school property.*
- Tobacco, alcohol, or illegal drugs, and other controlled substances are not permitted on school property.*
- Chewing gum will not be permitted.*
- Hard balls, toys, radios, or cameras may not be brought without prior permission of the principal.*
- The school is not responsible for lost or damaged articles including money, balls, bats, gloves, clothing, jewelry, hats, bicycles, etc. Please mark all items brought to school, including clothing, with students name or identifying marks using permanent markers.*
- Parents will wait in the designated areas for their child and not wait in the halls outside the classroom.*

# **BOARD OF EDUCATION POLICIES ENTERPRISE CITY SCHOOLS NON-DISCRIMINATION PRACTICES**

*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; Telephone: 334-347-9531.*

## **GRIEVANCE PROCEDURE**

*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.*

*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 action 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 the 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 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 their 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 of the decision rendered.*

*6. Suspension action shall be in keeping with policy set forth in Discipline.*

*C. The superintendent or his or her designee shall report any suspected violations to the district attorney within 10 days.*

- B. Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.*
- C. Failure to appear at the school conference and/or to appear at the early warning program shall result in the filing of a complaint/petition against the parent under Code of Alabama (1975), §16-28-12(c) (failure to cooperate), or a truancy against the child, whichever is appropriate.*
- 3. No Earlier Than Seventh Unexcused Absence, But Within Ten (10) School Days (Court) File complaint/petition against the child and/or parent/guardian, if appropriate.*
- 4. Child Under Probation*
- A. The school attendance officer should be notified by the juvenile probation officer of all children in the school system under probation supervision by the juvenile court as consistent with state statute, Code of Alabama (1975), §12-15-100 and 105.*
- B. Where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.*
- \*Refer to procedures concerning Suspension and Expulsion.*

## **SUSPENSION**

*State Law: Legal Responsibilities of School Officials and Parents/Guardians Regarding Suspension of Students for Improper Conduct*

*State Legislative Act 93-672 passed in 1993 states:*

*Any parent, guardian, or other person having control or custody of any child enrolled in public school who 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 suspected violation occurred. Any principal or superintendent of education or his or her designee intentionally failing to report such a violation shall be guilty of a Class C misdemeanor.*

*The Act further states that any parent, guardian, or other person having control or custody of any child enrolled in public school who 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 (\$100.00) and may also be sentenced to hard labor for the county for not more than 90 days.*

*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 warrant 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.*

### *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) school 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 for 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 witnesses 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.*

## **PRIVACY ACT**

*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 when 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.*

## 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 of the 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 school 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.*
- E. All cases of truancy in steps B, C, and D shall be reported to the school attendance officer in the regular report.*

*The State Board of Education has expanded the definition of truancy to include:*

- (1) A failure by the parent, legal guardian, or other person having charge of a child to furnish a written explanation of his/her child's absence no later than 3 school days following an absence; and*
- (2) Any absence determined by the principal to be unexcused based upon the State Department of Education's current School Attendance Manual.*

*In compliance with state requirements, the following guidelines shall also be followed in addressing violations regarding the state definition of truancy:*

- 1. First Truancy/Unexcused Absence (Warning)*
  - A. Parent/guardian shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy.*
  - B. Parent/guardian shall also be provided with a copy of Alabama's compulsory school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.*
- 2. No Earlier Than the Fifth Unexcused Absence (Conference)*
  - A. The parent, guardian, or person having control of the child shall (1) attend a conference with the attendance officer and principal or his/her designee and/or (2) participate in the early warning program provided by the juvenile court.*

## DISCIPLINE OF STUDENTS

*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 in accordance with Board policies and procedures.*
- 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. (See Disciplinary Report).*

*NOTE: Refer to policies Truancy, Corporal Punishment, Suspension, and Expulsion.*

## 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 other 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 interests 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 purpose 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. (Refer to policy D29, Disciplinary Report.)*
- D. Corporal punishment shall be administered in keeping with guidelines as established in policy D28, Discipline of Students.*

## MINIMUM ATTENDANCE STANDARDS

*State Law: Legal Responsibilities of School Officials and Parents/Guardians Regarding Minimum Attendance Standards*

*The Enterprise City Board of Education complies with State Legislative Act 93-672, which was enacted into law in 1993. 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 tutor during the time the child is required to attend a public school, private school, denominational school, or parochial school or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor...shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars (\$100.00) 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 [Act 93-672].*

*The Act 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...shall be reported by the principal to the superintendent of education of the school system in which the suspected violation occurred. The superintendent of education or his or her designee shall report 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 suspected violation shall be guilty of a Class C misdemeanor.*

*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 be promoted.*

*In the Coppinville Junior, Dauphin Junior, Enterprise Junior, and Enterprise High Schools, a student may be absent from any given class for no more than ten days 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 a written physician's order 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.*

## **RESIDENCE REQUIREMENTS FOR STUDENTS**

*Purpose: To establish policy for enrollment eligibility, including procedures for enrollment and requirements for residence; and to establish policy to ensure that students attending city schools have persons who are legally responsible for their care.*

*Policy: All children having legal residence, as defined herein, within the limits of the Enterprise School District, and meeting the legal entrance requirements shall be eligible to attend Enterprise City Schools.*

*Residency Verification: The following students shall be subject to residency verification:*

- 1. New enrollees.*
- 2. Students seeking to enroll after a period of interrupted attendance.*
- 3. Students whose names are reported to the administration, calling into question the student's residence.*
- 4. Other students whose residence is reasonably called into question.*

*Definition of Residence: residence as used herein means the fixed, permanent, full-time, and primary domicile of the parent(s), legal guardian(s), welfare-appointed custodian(s), or court-appointed foster parent(s) of a student. The legal residence as used herein shall mean that true, fixed, full-time, and permanent home to which, whenever absent, the person in question has the intention of returning. Residence does not include a temporary or secondary place of residence established for some specific purpose. In other words, to be eligible to attend Enterprise City Schools, the student must reside in a physical structure constituting a home (a house, apartment, condominium, etc.), which is located in the limits of this school district, with a person legally responsible for his/her care.*

*Residence shall depend on the facts and circumstances of each case; however, the residence must be a place where important activities occur during a significant part of each day, such as eating, sleeping, studying, working, etc.*

*For other information pertaining to residency requirements for students, including proof of residence and/or proof of custody, please refer to Board of Education Policy D13.*

## **PROMOTION AND RETENTION**

*Purpose: To ensure that specified academic skills and competencies be acquired prior to a student's graduation from the Enterprise City School System.*

*Policy:*

### *1. Promotion Standards for Grades K-6*

*Standards for promotion in grades K-6 are developed to ensure that students master basic academic skills prior to leaving the elementary grades. It is believed that by their acquiring the basic skills at grade level in the elementary grades, students experience greater academic success at the secondary level.*

#### *A. Promotion from Kindergarten to First Grade*

*A kindergarten student who has achieved readiness (i.e. academic skills, social/emotional development) shall be promoted to the first grade.*

#### *B. Promotion – Grades 1-6 (Includes Promotion from Grade 6 to Grade 7)*

*Promotion is based on grade level performance.*

*A student must successfully complete and pass at grade level:*

*(1) Reading, Math, and Language Arts.*

## 2. Retention Standards for Grades K-6

*The Enterprise City Board of Education recognizes that retention is a serious matter and should be considered carefully by staff and parents. A number of factors should be taken into consideration prior to the final decision. These include the student's ability, work habits, and physical, social and emotional adjustment, English Language Learners status, IDEA plans or modifications, previous retention and extenuating circumstances (family, death, health, divorce, etc.). Most importantly, the decision to retain should be based on the best information available which supports the premise that the student will benefit from retention by becoming more proficient in the minimum skills and competencies explored.*

### *A. Retention of a Kindergarten Student*

*A kindergarten student lacking readiness skills may be retained based upon teacher recommendation with parental approval.*

### *B. Retention of Students in Grades 1-6*

- (1) Students who are reading below grade level are subject to retention. Reading levels of students shall be based upon information from multiple sources (including standardized instruments or other assessments that indicate ready progress).*
- (2) Failing grades in Science and Social Studies may be considered as a factor for retention in grades 4-6.*
- (3) Generally, no student should be retained more than twice in the elementary grades; however, cases could arise where the principal and teacher may determine if a child would benefit from additional retentions.*

*As stated in Policy D10, MINIMUM ATTENDANCE STANDARDS, students shall be absent from school no more than twenty days in a given year and still be eligible to receive credit and/or be promoted. Said policy shall be in effect at all grade levels K-12.*