

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 Schools 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 that 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 or supersede 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, 220 Hutchinson Street, Enterprise, Alabama 36330. You may also view this handbook on our system website www.enterpriseschools.net.

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 that will enable him or her to become a responsible, productive, and contributing member of our ever-changing society.

EDUCATIONAL OPPORTUNITIES

(Board policy, 6.8) No student will be unlawfully excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity offered or sponsored by the Board on the basis of race, ethnicity, color, disability, creed, national origin, sex, immigrant or migrant status, non-English speaking ability, or homeless status. All career and technical education opportunities are offered to all students regardless of race, color, national origin, sex, or disability. The district also provides equal access to the Boy Scouts and other designated youth groups.

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Enterprise, AL 36330
(334) 347-4287

Mrs. Sheree Hardrick, Director of Federal Programs
Mrs. Adonna Meeks, 504 Coordinator / Testing Coordinator
Mrs. Christy Hughes, Elementary Education
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Enterprise City Schools
220 Hutchinson Street
Enterprise, AL 36330
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EQUAL EMPLOYMENT OPPORTUNITY

(Board policy, 5.14) The Board is an equal opportunity employer. Personnel actions and decisions will be made without regard to factors or considerations prohibited by federal or state law (as such laws may from time to time be amended), including but not limited to race, gender, age, disability, national origin, citizenship, and religious preference. Subject to the limitations set forth in 4.7.2, the general complaint (grievance) policy (4.7.1) may be used to present any complaint alleging unlawful discrimination or harassment.

Dr. Patrick Cain, Director of Human Resources/Assistant Superintendent
Enterprise City Schools
220 Hutchinson Street
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Enterprise City Schools

Vision Statement

*"Our vision is to develop principled students
prepared for life after graduation."*

Seven Guiding Principles to Success

Integrity – Work at being honest at all times in all things

Fidelity – Commit to performing quality work (my best work)

Courage – Face difficult academic situations without fear

Consideration – Respect ideas that are different than my own

Compassion – Demonstrate concern for the misfortune or suffering of others

Justice – Treat others justly; fairly

Responsibility – Take ownership of my own behavior

We believe in:

Building *Relationships* upon strong foundations of trust

Creating *Environments* that are safe, clean, and intellectually stimulating

Performing *Quality Work* (our best work)

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Enterprise City Schools

SCHOOL CALENDAR 2023-2024

August 3, 4, 7, & 8	Teacher Work/Professional Day
August 9	First Day for Students
September 4	Labor Day Holiday
October 9	Columbus Day
October 10	Teacher Work/Professional Day
November 10	Veteran's Day Holiday
November 20-24	Thanksgiving Holidays
December 20	½ Day for Students
December 21-Jan 3	Christmas Holidays
January 4-5	Teacher Work/Professional Day
January 8	Students Return to School
January 15	Martin Luther King, Jr. Holiday
February 19	Presidents Day
March 11	Teacher Work/Professional Day
March 25-March 29	Spring Break
April 29	Teacher Work/Professional Day
May 23	Last Day (½ day for students)

GRADING CALENDAR

1st Quarter	August 9-October 6	42 days
2nd Quarter	October 11-December 20	45 days
3rd Quarter	January 8-March 8	43 days
4th Quarter	March 12-May 23	47 days

Progress Report Dates

September 6
 November 8
 February 7
 April 17

Report Card Distribution

October 11
 January 10
 March 13
 May 23

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.

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.

ABSENCES/EXCUSES/TARDIES

The Board believes that the right to attend public schools places upon students the accompanying responsibility to be faithful in attendance. Regular attendance is essential for a student's successful progress in the instructional program. Failure to comply with attendance procedures can result in Educational Neglect and Truancy, Title 16-28-12, Code of Alabama.

All Enterprise policies and procedures are in alignment with Alabama State Law. The right to attend school and arrive on time is the responsibility of both the student and the parent (in the case of children under 17 years of age). If too many absences occur, it is still a problem whether they are excused or unexcused because they represent lost learning time in the classroom.

Absenteeism is defined as missed days from school, no matter the reason. The Alabama State Department of Education currently defines Chronic Absenteeism as 15 days of missed school. Therefore, a student labeled as chronically absent has missed 10 percent of the school year.

Research shows that students who are chronically absent are significantly less likely to complete high school than their peers. In fact, each day of absence in ninth grade is associated with a dramatically reduced likelihood of graduating. Please see the information below regarding ninth grade attendance and the likelihood of graduating.

0-4 – days out	– 87% chance of graduating
5-9 – days out	– 63% chance of graduating
10-14 – days out	– 41% chance of graduating
15-19 – days out	– 21% chance of graduating
20-24 – days out	– 9% chance of graduating
25-29 – days out	– 5% chance of graduating
30-34 – days out	– 2% chance of graduating
35-40 – days out	– 1% chance of graduating

When a student returns, the parent must provide, in writing, within three (3) days of the student's return to school, an excuse which includes the following:

1. A written statement from the parent or doctor stating the reason for the absence
2. The date of the absence(s)
3. The parent's signature
4. Phone number for verification

Students will be allowed a maximum of ten (10) excused absences accompanied by a parent note per school year. More than 15 days absent is considered chronic absence. Parent notes excusing student absences in excess of ten (10) days or class periods per year are unexcused and will be coded as unexcused.

ATTENDANCE CODES

Attendance	PS-State Code
Present	Blank
Administrator Approved	AA
Skipping	SK
Expulsion	EX
In School Suspension	ISS
Suspended	OSS
Tardy Excused	TE
Tardy Unexcused	TU
Unexcused Absence	UA
Excused Absence	EA
Emergency School Closure	X
Alternative Placement	AP
Doctor Excused	DE
Early Dismissal	EDL
Field Trip	FT
HomeBound	HB
Legal	LG
Religious Observance	RO
School Activity	SA
504/IEP	SP

Administration recognizes that some illnesses do not require a medical appointment and there may be financial difficulty for medical needs which may prevent a student from attending medical appointments. We are staffed with full-time nurses who may take phone calls from parents to receive explanations of health-related illnesses/injuries in order to determine whether a medical code may be given from their office. It is the responsibility of the parent to notify the school nurse immediately of such situations.

To qualify for prior approval, a note from the parent, including the reason for the absence, date(s) of requested absence, parent signature and phone number for verification, must be presented to the principal or his designee for approval a minimum of three days prior to the requested absence. Before approval of the absence, the student's attendance and academic record will be reviewed to determine whether or not the request for prior permission will be granted.

Unexcused Absences

Any absence that does not fall under the category of Excused Absence is recorded as an Unexcused Absence. Any student with 7 (seven) unexcused absences during the school year may be referred to Early Warning Court in the court division of the student's school zone.

Students with excused/unexcused absences will be required to make up missed assignments within three days.

Excessive Absences

If unexcused absences exceed five (5) days or more during the school year (not semester), a letter will be sent home in order for the legal guardian to address the student's unexcused absences with the school administration. The principal or their designee will proceed with the following:

1. Investigate the reasons for the excessive absences
2. Conference with parent(s) and student to resolve the attendance problem
3. Refer the parent and student to the Early Warning Court and follow all policies and laws concerning truancy.

Once truancy beyond Early Warning Court has been filed, all further actions reside with the Judge of Juvenile Court.

Tardies

A tardy is defined as being late to school/class. 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.

Failure to sign in will be treated as an unexcused tardy, unexcused absence or truancy. Unexcused tardiness will not be tolerated. On the 10th unexcused tardy, a referral to the Enterprise City Schools System's Attendance Supervisor will be made.

Tardies are considered excused for the same reason(s) as excused student absences. Excessive absences and tardies will result in a home visit from the Enterprise Police Department and/or the Student Services Representative.

CHECK IN / CHECK-OUT PROCEDURES

Any student that arrives at school after 8:00 AM, must be signed into the office by an adult. A student also 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 checkout card). Students will be called to the office via the intercom.

MAKE-UP WORK

It is the goal of Enterprise City Schools that all make-up work and tests are completed; however, make-up work is the student's responsibility. If a student misses an announced test or assignment due to an absence from school, the teacher may require the student to make up the test or turn in the assignment upon the student's return to class. **ADVANCED ASSIGNMENTS SUCH AS BOOK REVIEWS, CLASS REPORTS, RESEARCH PROJECTS, ETC., SHOULD BE TURNED IN PRIOR TO THE TIME OF THE ABSENCE, ESPECIALLY WHEN THE STUDENT KNOWS OF THE ABSENCE IN ADVANCE.** Students who miss class due to school related activities must make arrangements with their teachers prior to the absence. The teacher may require students to take tests or turn in assignments in advance. Failure to make up work/tests will result in a zero. For all absences other than administrative approval (AA), students must make up work within 3 days or at the discretion of the teacher.

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 from their regular routine.

TRANSPORTATION CHANGES

Transportation changes must be made in writing before 2:00 PM each day. Schools will not accept changes over the phone.

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 local media and the school system notification system. (Please note that the Enterprise Schools System is not a part of the Coffee County Schools System.)

ENTERPRISE CITY SCHOOLS GRADING SCALE

Kindergarten will utilize a standard based report card.

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

A	90 – 100	Excellent
B	80 - 89	Good
C	70 - 79	Average
D	60 - 69	Poor
F	0 - 59	Failing

CLASS ASSIGNMENT

Class assignments are automated using the student data computerized program. 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.

HOMEWORK

Homework can be 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 on a pad or tablet. Homework is assigned Monday - Thursday. Homework may be assigned on the weekend on a limited basis.

TEXTBOOKS/STUDENT DEVICE

Textbooks/student devices 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/student devices remain the property of the Enterprise City Schools System and shall be returned to the school at the instruction of the principal or the teacher in charge.

Damaged or lost books/devices must be paid for before another textbook can be issued. If the parent or guardian fails to pay for the lost or damaged book/device (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/device (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.

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.

PROMOTION AND RETENTION

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

Policy:

1. Promotion Standards for Grades 1-6

Standards for promotion in grades 1-6 are developed to ensure that students master basic academic skills prior to leaving the elementary grades. It is believed that by acquiring the basic skills at grade level in the elementary grades, students experience greater academic success at the secondary level.

A. 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) English Language Arts and Math

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.**

2. Retention Standards for Grades 1-6

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 Students in Grades 1-6

- (1) Students who receive an F as their final average in Math and/or English Language Arts will be retained.
- (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 retention.

RESIDENCY 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, unless the student has McKinney-Vento or foster care status:

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. 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 6.1.2 and 6.1.3.

PARENT COMMUNICATION

PARENT/TEACHER CONFERENCES

Parents may request a conference by sending an email or 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.

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.

A committee will convene and review the book, specifically the objectionable 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 committee, who may decide to: (1) leave the book in circulation; (2) delete only the objectionable materials; or (3) remove the book from circulation. The parents raising the objection will be notified in writing as to the decision reached.

VISITORS

All visitors and guests must sign in at the office with the principal or secretary before going to any part of the building.

NOTIFICATION OF PRIVACY RIGHTS OF PARENTS AND STUDENTS

The Enterprise City Schools 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.

PARENTS RIGHT-TO-KNOW (Teacher Qualifications)

ESSA, Section 1112 (c)(6) **Title I Schools**

(6) PARENTS RIGHT-TO-KNOW-

- (A) QUALIFICATIONS- At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:
 - (i) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

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

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

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

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

(i) information on the level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments required under this part; and

(ii) timely notice that the student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

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

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 Schools 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.

MISCELLANEOUS

- Juice or milk is available for snacks.
- 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, cameras or any other item that is a distraction to the learning process 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 the student's 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.

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 where applicable.

BEYOND THE CLASSROOM

PROBLEM SOLVING TEAMS

Each school has a problem solving team to enhance the success of students with a variety of academic and/or behavior needs. The teams use a collaborative problem-solving approach to identify student needs and implement targeted interventions. Data is utilized to measure student progress as a result of the instruction, as well as to monitor intervention integrity. The process involves three tiers: core program, strategic intervention and intensive intervention. Students not gaining skills in the core program will receive strategic intervention targeted to their needs. After receiving strategic intervention, if data indicate the student continues to struggle and skills are not gained at the expected rate, the team will direct the student to also receive intensive intervention to address more severe needs of the students. The school teams continually follow the process of using data to determine if the core is sufficient for students to learn grade-level skills or whether they need supplemental instruction, either strategic or intensive.

STUDENTS WITH DISABILITIES

The Enterprise City Schools 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
Board of Education
Phone: 334-347-4287

Section 504/ADA Coordinator
Board of Education
Phone: 334-347-9531

GIFTED EDUCATION IN ELEMENTARY SCHOOL

REFERRALS AND IDENTIFICATION OF ABC STUDENTS

Gifted students are those who perform or who have demonstrated the potential to perform at a high level 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.

To make referrals or for more information, contact the guidance counselor at your child's school or contact the Special Projects Center, 347-4287.

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.

PERMISSION SLIP FOR FIELD TRIPS/EVENTS

Students who are attending school sponsored field trips or events must have a permission slip signed by their parent or legal guardian. Students who are attending school sponsored field trips or events shall also utilize school transportation to the event unless prior approval has been obtained from an administrator. A student may ride home from a field trip or event with a parent or legal guardian who is

authorized to transport them. A parent or legal guardian must sign the required paperwork if their child is to ride home from the field trip or event with them or with someone on their check out list.

Students who do not utilize school provided transportation but are transported to the field trip or event site by a parent, guardian, or other adult will be counted as being absent from school and will not be considered a part of the group. All liability and supervisory responsibility will reside with the individual(s) who transported the student.

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. However, they may be subject to exclusion from school transportation.
- 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.

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
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.

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.

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 recorded in the student data system and 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/her approval and/or the approval of the Board. (See Disciplinary Report).

NOTE: Refer to policies Truancy, Corporal Punishment, 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 wrongdoing 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.

Procedure:

A. Suspension for ten (10) 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 ten 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 ten (10) school days:

1. Suspension for a period of more than ten 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 ten 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) 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.

EXPULSION

Recommendation for Long-Term Suspension/Expulsion

Serious misconduct or continuing misconduct of any student may be referred to the Superintendent or his/her designee with a recommendation for a long-term suspension (more than ten {10} days) or possible expulsion. After review of the case, the Superintendent may (1) uphold the long term suspension recommendation, (2) make a recommendation for expulsion to the Board, or (3) refer the case back to the principal for reconsideration.

Expulsion is defined as the removal of a student for a period of time of not less than one academic year. The Board has the exclusive authority to expel a student from school. The Board shall convene a hearing and shall render a decision within ten (10) days of the Superintendent's recommended expulsion. A student shall remain suspended from school pending the decision. The Superintendent shall notify the parent/guardian, in writing, of action taken by the Board.

CORPORAL PUNISHMENT

The ECS Board allows reasonable corporal punishment of students under the following terms and conditions: as a disciplinary measure, with due regard for the age and physical condition of the student, without excessive force that would produce external mental anguish upon a student.

Corporal punishment will be administered by system administrators in the presence of another adult professional school system employee. Corporal punishment should not be administered in the presence of another student. Parent/guardian must be contacted for approval prior to administering corporal punishment. Parents may opt out of corporal punishment as a form of discipline (Board Policy 6.17).

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 6.17) in lieu of corporal punishment. A parent/legal guardian will be contacted prior to the administration of corporal punishment.

It's the Law!

The following laws relate to civil liabilities and criminal penalties for violence or other misbehavior by students on school property or against school employees:

Attendance and Conduct/Educational Neglect (Act 94-782) (Ala. Code § 16-28-12)

Each parent/guardian or other person having control or custody of a child required to attend school who fails to require the child to enroll, to regularly attend school, or to compel the child to properly conduct himself/herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education shall be guilty of misdemeanor (may be fined up to \$100 and may be sentenced to hard labor for up to 90 days). The superintendent of education or his or her designee shall report suspected violations to the district attorney within 10 days.

School Enrollment Law (Alabama Code 16-28-40)

The Driver Improvement Unit of the Driver License Division in the Department of Public Safety will be notified of students that have more than 10 consecutive or 15 cumulative excused absences during a single semester and/or students who dropout of school under the age of 19. This notification is required by Alabama Code 16-28-40 (School Enrollment Law) and will result in suspending or obtaining the license of the student.

Teacher Assault (Act 94-794) (Ala. Code § 13A-6-21)

A person commits the crime of assault in the second degree (Class C felony) if the person assaults with intent to cause serious physical injury to a teacher or to an employee of a public educational institution during or as a result of the performance of his or her duty.

Drug Dealing (Act 94-783) (Ala. Code § 6-5-72)

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

Drugs, Alcohol, Weapons, Physical Harm, or Threatened Physical Harm (Act 94-784) (Ala. Code § 16-1-24.1)

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

Weapons in Schools (Act 94-817) (Ala. Code § 13A-11-72)

No person shall knowingly with intent to do bodily harm carry or possess a weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a Class C felony. (Note: The term "deadly weapon" means a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious physical injury, and such term includes, but is not limited to, a bazooka, hand grenade, missile, or explosive or incendiary device; a pistol, rifle, or shotgun, or a switch-blade knife, gravity knife, stiletto, sword, or dagger; or any club, baton, billy, blackjack, bludgeon, or metal knuckles.)

Possession of Firearms—Expulsion Recommendation: (Al Code 16-1-24)

All City and County Boards of Education shall develop and implement local policies and procedures requiring the expulsion of students, for a period of one year, who are determined to have brought to school or

have in their possession a firearm in a school building, on school grounds, on school buses, or at other school-sponsored functions...

Vandalism (Act 94-819) (Ala. Code §16-5-380)

The parents, guardian, or other person having control of any minor under the age of 18 with whom the minor is living and who have custody of the minor shall be liable for the actual damages sustained to school property, plus the court costs, caused by intentional, willful, or malicious act of the minor.

Pistol Possession/Driver's License (Act 94 -820) (Ala. Code §16-28-40)

Any person over the age of 14 who is convicted of the crime of possession of a pistol on the premises of a public school, or a public school bus, shall be denied issuance of a driver's permit or license to operate a motor vehicle for 180 days from the date the person is eligible and applies for a permit or license. If a person over age 14 possesses a driver's license on the date of conviction, the driver's license will be suspended for 180 days.

Drop-Out/ Driver's License (Act 94 -820 which amended Act 93-368 as codified in -16-28-40, Ala. Code, 1975) (Ala. Code §16-8-40)

The Department of Public Safety shall deny a driver's license or learner's permit to any person under 19 who is not enrolled or has not received a diploma or certificate of graduation. Exceptions are students who: are enrolled in a GED program, are enrolled in a secondary school, are participating in an approved job training program, are gainfully employed, are parents of a minor or unborn child, or are the sole source of transportation for the parent.

Theft of Lost Property (Acts 1977, No. 607, p. 812, §3205)

Definition: A person commits the crime of theft of lost property if he actively obtains or exerts control over the property of another which he knows to have been lost or mislaid, or to have been delivered under a mistake as to the identity of the recipient or as to the nature or the amount of the property, and with intent to deprive the owner permanently of it, he fails to take reasonable measures to discover and notify the owner.

Theft of lost property in the first degree (Section 13A-8-7)

- (a) The theft of lost property which exceeds two thousand five hundred dollars (\$2,500) in value constitutes theft of lost property in the first degree.
- (b) Theft of lost property in the first degree is a Class B felony.

Theft of lost property in the second degree (Section 13A-8-8)

- (a) The theft of lost property which exceeds five hundred dollars (\$500) in value but does not exceed two thousand five hundred dollars (\$2,500) in value constitutes theft of lost property in the second degree.
- (b) Theft of lost property in the second degree is a Class C felony.

Theft of lost property in the third degree (Section 13A-8-9)

- (a) The theft of lost property which does not exceed five hundred dollars (\$500) in value constitutes theft of lost property in the third degree.
- (b) Theft of lost property in the third degree is a Class A misdemeanor.

Mandatory Reporting of Suspected Child Abuse or Neglect (Code of Ala. § 26-14-3(f) According to Alabama laws, all ... nurses, school teachers and officials, peace officers, law enforcement officials, social workers, day care workers or employees, mental health professionals, as defined in Rule 505 of the Alabama Rules of Evidence, or any other person called upon to render aid or medical assistance to any child shall report or cause to report incidents where a child below the age of 18 is known or suspected to be a victim of child abuse or neglect.

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. No holes above the knees.
5. Pants or leggings that fit immodestly tight in the legs and buttocks without proper coverage of the bottom are not allowed. Shirts should extend beyond the fingertips when arms are held by the side.

SHORTS/SKIRTS

1. Students will be permitted to wear certain types of shorts/skirts provided they extend beyond the midpoint of the thigh and are worn at the natural waist level.
2. 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. Shorts with tears or holes that are indecent and/or distracting.

SHIRTS/TOPS

The following types of shirts/tops are not allowed:

1. Shirts or types that expose the midriffs when arms are fully extended above the student's head.
2. Strapless tops, mesh tops, spaghetti strap tops, tube tops, immodestly tight or revealing tops.
3. Racer back tops or low cut tops.

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. Dog collars, chains, bracelets with studs, long and/or heavy necklaces are not allowed.

OTHER CLOTHING RELATED GUIDELINES:

1. Bandannas or other gang related clothing, etc. are not allowed.
2. No article of clothing may be worn in a gang related manner.
3. Caps, hats, sweatbands, scarves, or other similar headwear (hoods) 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.

NON-DISCRIMINATION PRACTICES

Enterprise City Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Title IX Coordinator, 220 Hutchinson Street, Enterprise, Alabama 36330 - (334) 347-9531

Section 504 Coordinator, 220 Hutchinson Street, Enterprise, Alabama 36330 - (334) 347-9531

COMPLAINTS, GRIEVANCES AND APPEALS

The primary purpose of this procedure is to provide for prompt and equitable resolution of students' complaints and grievances. These procedures can also be used by students for complaints on the basis of sex or disability.

Students charged with and disciplined under Class I or Class II procedures will not have the right to appeal any decision beyond the local school level.

Class III consequences may be appealed to the Board of Education. Procedures for appealing Class III consequences are defined below.

Level One – The resolution of a grievance through free and informal communications as close as possible to the point of origin is encouraged. A student or parent with a grievance must first take it to his immediate teacher and/or principal. Both teacher and principal shall be consulted prior to further resolution procedures.

Level Two – In the event the aggrieved person is not satisfied with the disposition of his grievance at Level One, he may file an appeal in writing with the Superintendent or his/her designee. Within ten (10) days from receipt of the grievance, the Superintendent or his/her designee shall arrange a conference with the aggrieved or render a written decision.

Level Three – In the event the aggrieved person is not satisfied with the disposition of his/her grievance at Level Two, he/she may request the Superintendent or his/her designee schedule a hearing before the Board of Education at the next regular meeting or at a time that is mutually agreed upon by the aggrieved person, the Superintendent, and members of the Board of Education. Within thirty (30) school days from the time of the hearing, the aggrieved person will be provided a response from the Board.

Due to the appeal process not being a civil proceeding, the parent may or may not select a representative to accompany him/her at any level of the appeal process. The parent may be asked to submit the facts of the appeal in written form prior to meeting at any level in the process. The parent may request that a written decision be provided at the conclusion of each level of the appeal process.

The grievance procedure must be initiated at the level at which the grievance occurred, and all requirements specified must be observed by students and school officials. For the discussion and consideration of a grievance, attempts will be made to select a time and place which will not interfere with regular scheduled classes or school-related activities. The faculty and administration shall make an honest effort to resolve student grievances as quickly as possible at the most immediate level of supervision.

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

Policy: No person shall be in possession of or under the influence of a controlled substance or intoxicating beverage while on Enterprise City Schools System property, at school sponsored activities, or while on school trips involving students. A controlled substance shall be defined as a drug, substance, or immediate precursor as defined and listed in schedules 1-5 of Articles 2 of the Code of Alabama as it now exists or as it may be amended. A controlled substance as defined in this policy shall also include intoxicating beverages. Principals or their designees shall deal with incidents involving the use, possession, being under the influence, or selling or any controlled substance (including alcohol) on any school campus or at any school-related or school-sponsored activity off the campus of the Enterprise City Schools in the manner set forth below.

Procedure:

- A. The use or possession of a controlled substance, to include alcohol, may result in disciplinary action up to and including expulsion of the offending student (under the provisions of the policy Expulsion). Law enforcement authorities will be notified and the student may be subject to arrest.
- B. 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 the policy Expulsion). Law enforcement authorities will be notified and the student may be subject to arrest.

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 Schools 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.

Procedure:

- 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 6.20 (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.

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 Schools 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 student 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.

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:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing;
- B. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting the individual; or
- C. 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 5.15, "Sexual Harassment," 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 cases, 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.

STUDENT SERVICES

Our school has on staff a guidance counselor, a health nurse, and an itinerant licensed professional counselor. Questions related to services provided by these staff members can be directed to the school office.

SCHOOL NURSE SERVICES

It is extremely difficult for your child to work well in the classroom if he/she does not feel well. Therefore, school nurses are committed to the elimination of health barriers which may interfere with your child's performance in the classroom. Your child's well-being is the primary concern. Please contact the nurse without hesitation if you feel that the nurse can be of assistance.

You have been provided a "Health Assessment Record". Please be sure that this form is accurately completed on the front and back, signed, and returned to the school **immediately!** Please know that your child **cannot** be serviced in the Health Room without the completion and return of this form. Please note that the completion of this form permits **only** the administration of basic first aid, which includes the cleaning of usual scrapes and scratches. Please contact the nurse immediately if your child has a pre-existing condition or a special health need.

ADMINISTRATION OF MEDICATION

The Enterprise City School System recognizes the need for some students to receive medications during the school day. In response to this identified need and to comply with the Alabama State Department of Education, guidelines have been established to ensure the safe and proper administration of medications. The goal of our school system regarding the administration of medication during the school day and/or during school related extracurricular activities is to assist students in maintaining an optimal state of wellness, thus enhancing the educational experience. A nurse is available in each school to ensure the proper administration of medications during the school day, and to ensure that issues of health do not impact negatively on students' classroom performance and attendance.

Most medications will and should be given at home. Medications prescribed for once a day, twice a day, or three times a day should be given at home. If the medication is ordered to be given with food, the student should have a snack given with the medication at home. The only exception to this is if the physician orders the medication at a specific time such as after lunch. Please contact your school's nurse if there are other special conditions regarding the administration of medications during the school day.

Please be reminded that the authority to administer medication(s) to your child must come from you as the parent/guardian and the physician, when the medication is prescribed. Please do not allow your child to keep medications or medical devices, such as inhalers, with him/her during the school day, unless prescribed by a physician. If prescribed, a self-administration form is to be on file with the school nurse.

It is the responsibility of the parent to make the school nurse aware of any medical services needed for all school activities – during the day, after school, and extra-curricular. A medical release form must be completed for students participating in an out-of-town or overnight school sponsored activity or

event. The form must be submitted to the school at least one week prior to the out-of-town/overnight activity or event. The form may be obtained from the school sponsor or nurse.

Our school system's guidelines for the administration of medication or treatment outside of basic first aid are specified on the pink form entitled "The Administration of Medication." Please read these guidelines carefully. If your child will require medications and/or treatments other than first aid, please be reminded that an "Enterprise City Schools' Medication Authorization Form" **must be completed by you (for non-prescribed medications) and by you and your child's physician (for prescribed medications) before** these medications and/or treatments can be administered during the school day. All medications must be brought to the health room by the parent. Please contact the nurse immediately if you need this authorization form and if you have questions and/or concerns.

Guidelines

1. **All medications, whether prescription or over the counter (OTC), must be delivered to the school nurse by the student's parent/guardian.**
2. Medications **must not** be transported on the school bus (except emergency medications and approved medications prescribed for self-administration).
3. A student may carry an emergency, lifesaving medication after the proper medical documentation has been submitted to the school nurse. The student, parent, and school nurse must sign a "self-administration agreement." All medication must be recorded with the proper documentation with the school nurse.
4. **A Medication Authorization Form** must be completed and signed by the student's parent/guardian **before** any medication (prescription or nonprescription) may be administered to a student during the school day or extracurricular activity. If a medication is prescribed by a physician/licensed prescriber, the medication authorization form must be signed by the physician/prescriber before the medication is administered. Please contact your school's nurse for a copy of this form.
5. A student **may not** keep medications, whether prescription or over-the-counter, with him/her, on his/her person, in his/her locker, or in his/her car during the school day or during school activities **unless** specifically prescribed for self-medication by a physician/prescriber.
6. Once medication has been received by a parent/guardian, the school nurse will count, inspect, and properly secure the medication.
7. For prescription medications, a current pharmacy-labeled container is required which includes the student's name, physician/prescriber's name, name of medication, strength, dosage, time interval, route, and date of drug's discontinuation, when appropriate. If the administration of this medication will be longer than two weeks, the parent/guardian should request two containers from the pharmacist, with one labeled for school use. Prescription samples must have a completed Medication Authorization form signed by the physician/prescriber and parent. The School Medication Prescriber/Parent Authorization form must be completed and signed by the same physician/prescriber listed on the pharmacy prescription label.

8. When the medication to be given is a non-prescription or over-the-counter medication, it is to be unexpired and sealed in its original container. This container should identify the medication and provide all the manufacturer's labeling and instructions. Medications, which are sent or brought to the school in other containers or wrapped in such items as Kleenex, paper towel, etc., will not be administered to students. A medication authorization form must also be completed and signed by the student's parent/guardian only before any medication is administered.
9. Every effort will be made to notify the parent/guardian within 30 (thirty) days of the pending expiration date of medication(s).
10. The parent/guardian should pick up the student's medication which has not been used at the end of the school year. All unused medications not picked up by a parent/guardian will be disposed of. **LAST FULL DAY OF SCHOOL - ANY MEDICATION NOT PICKED UP WILL BE DISPOSED OF IMMEDIATELY.**
11. The parent/guardian must provide the school with a **new** Medication Authorization Form (signed by physician/prescriber and parent/guardian) if medication orders are changed at any time during the school year.
12. It is the responsibility of the parent/guardian to inform the school nurse of any medical services needed for afterschool, extracurricular, and/or overnight/out-of-town activities. An out of town/overnight medical release form is to be completed, signed, and submitted 7 days prior to the activity. The Medical Release form may be obtained from the school nurse or printed from the district website.

All unused medications not picked up by parents/guardians by the last day of each school year will be disposed of according to medication procedure guidelines.

Visit district website for complete guidelines – www.enterpriseschools.net – School Health

Enterprise City Schools
SCHOOL NURSE SERVICES AND ACTIVITIES
2023 – 2024

Nurse Responsibilities

Maintenance and Management of Health Room
Communicating with Students/Parents Absent Due To Illnesses, etc.
Referrals
Unusual Occurrence Reporting
Immunization Record Keeping

August – September – October

Health Appraisals – (EL, new, and referrals)
Check Immunization Certificates
Follow-Up on all Referrals
Vision Screening – K and 2
Additional Vision and Hearing Screening, Upon Referral

October – December

Health Appraisals – (EL, new, and referrals)
Teacher Referrals for vision and hearing
Follow Up on all referrals
Audit and Parent Notification of Expiring Immunizations
Growth and Development Programs
Scoliosis Screening

January – March

Follow-Up on Referrals
Health Appraisals – (EL, new, and referrals)
Teacher Referrals for vision and hearing
Growth and Development Programs
Scoliosis Screening

April

Health Appraisals – (EL, new, and referrals)
Follow-Up on All Referrals
Growth and Development Programs
All Immunization Certificates checked for current updates
Scoliosis Screening

May

Health Appraisals – (EL, new, and referrals)
Ensure All Health Records Are Current
All Immunization Certificates checked for current updates
Parent Notification of Expiring Immunizations
The Kelley Bear Instructional Program for Kindergartners



COMMUNICABLE DISEASES

Communicable diseases are those diseases that may be transmitted from person to person and are the most common cause of school absenteeism. If your children wake up not feeling well and/or with a temperature, please keep them home. Not only are they not at their best to learn, but they might very well infect their peers, teachers and other staff.

Here are a few guidelines to follow during the school year:

Students should stay home from school if they have:

- Fever of 100.0 degrees or more
- Undiagnosed rash
- Vomiting, nausea or abdominal pain
- One or more episodes of diarrhea
- Complains of severe earache, with or without fever
- Severe sore throat with symptoms indicating possible strep throat
- Symptoms of pink eye – which include pink or red color in the white of the eye(s). Eyes which are itchy, scratchy, or have any discharge or crusting of eyelids or lashes
- Persistent cough
- Any sore oozing fluid or pus

Note: Some of the symptoms listed above require clearance from a physician before your child may return to school, but not all. Please consult with the nurse at your child's school.

Students should remain home:

- For 24 hours after their temperature returns to normal, without medication
- For 24 hours after vomiting and diarrhea have ended
- Until a physician has determined the results of a throat culture for strep
- For 24 hours after their first dose of medication with a diagnosis of strep throat or conjunctivitis (Pink Eye)

It is important that these symptoms are recognized quickly and steps are taken to stop them from spreading to safeguard the health of all students and staff. If you have any questions or concerns you may contact the nurse at your child's school.

Head Lice (Pediculosis)

General Information: Head lice are a common problem among school children and occur in all socio-economic groups regardless of age, gender, or personal hygiene. Head lice can be a nuisance but they have not been shown to spread disease. Parents should take responsibility to check the entire family often and follow the guidelines to control head lice. If lice or nits are present, the parent should notify the school nurse and use a safe method for treatment.

Head lice do not hop, jump or fly, but move by crawling. They are acquired by coming in direct contact with the hair of the infested person. Head-to-head contact with an already infested person is the most common way to get head lice. Head-to-head contact is common during play at school, at home, and elsewhere (sports activities, playground, slumber parties, camp.) Using the same hat, comb or brush, or lying on contaminated furniture, carpet, or bed linens, may spread them.

Some of the signs of head lice are, intense itching of the scalp, redness or small bite marks on the scalp, swollen glands on the back of the neck behind the ears, tiny gray adult lice on the hair and scalp, or the lice eggs which are called nits. These nits/eggs are like grains of sugar, which are attached to the hair shaft near the scalp.

Treatment: All family members should be checked before beginning treatment. If any other family members show evidence of lice or nits, they should be treated at the same time.

There are many treatment options available. These options should be discussed with a pharmacist or other health care provider. If any cuts or extensive scratches are on the scalp, please consult with your family physician before using any treatments. No treatment products should be applied to an infant's scalp. The nits should be manually removed. It is very important to follow the directions exactly for any product that is used.

After the treatment has been done according to the directions provided, you must manually remove any nits present on the hair. A bright light shining above the head will make it easier for you to see the nits. A fine tooth comb sometimes helps but it may be necessary to manually remove each nit. Some treatment products will not kill all the nits. If they remain on the hair, they will hatch out in 7 to 10 days and the cycle will begin again. Please continue to check the hair and scalp for at least 10 days following treatment. A second treatment in 7 to 10 days may be required to kill the newly hatched lice from eggs left after the first treatment.

You should machine wash all washable clothing and bed linens which the person has come in contact with for the last three days using HOT water and dry them in a HOT dryer. Non-washable items such as furniture and carpet should be vacuumed.

School's Responsibility: Schools are mandated by the State Health Department to control head lice. Enterprise City Schools will adhere to the following procedure:

1. Once head lice/nits have been detected by a visual examination from the school nurse, the child's parent will be notified to begin treatment. The child may return to school **provided treatment has begun** and an attempt has been made to remove the nits.
2. A parent should accompany the child when he/she returns to school to be rechecked by the school nurse before going to class. The school nurse will make a determination as to whether a child can return to class based on a visual examination. A student may not ride the school bus until cleared by the nurse.
3. If treatment has not begun, the child will be sent home with the parent to begin treatment.
4. The school nurse will check the child again in 7 to 10 days to ensure that the treatment has been effective.

Parental Responsibility: It is the parent's responsibility to ensure that treatment is completed for their child. It is also important that parents notify any people outside the school setting that the child has come in contact with such as playmates and other family members so that a possible outbreak may be controlled. Parental cooperation and honesty can help us control this problem.

Meningococcal Disease

What is meningococcal disease?

- Meningococcal disease is any illness caused by the bacteria *Neisseria meningitidis*.
- It is the leading cause of bacterial meningitis in children 2-18 years of age in U.S.

- Meningococcal disease can be very serious, even life-threatening in 48 hours or less.
- The two most severe and common illnesses caused by meningococcal bacteria include;
 - Meningitis – an infection of the fluid and lining around the brain and spinal cord
 - Septicemia – a bloodstream infection

What are the symptoms?

- Symptoms of meningococcal disease are similar to influenza (flu) and may include:
 - Sudden onset of a high fever
 - Headache
 - Stiff neck
 - Nausea
 - Vomiting
 - Increased sensitivity to light
 - Rash
 - Confusion
 - Severe aches and pain in muscles, joints, chest or belly

How does meningococcal disease spread?

- Meningococcal disease is spread person to person by sharing respiratory secretions, through kissing or coughing, close or lengthy contact, and among people who share a room or live in the same household.
- Anyone can get meningococcal disease, but teens and college freshmen who live in residence halls are at increased risk.
- Some people can “carry” meningococcal bacteria in their nose and throat without getting meningococcal disease, but can still infect other people.
- Most cases of meningococcal disease are spread by people who “carry” the bacteria with no symptoms, appear to be random, and not linked to other cases.
- Meningococcal outbreaks can occur in communities, schools, colleges, prisons, and in other high risk populations.

Meningococcal Vaccine

Who should get meningococcal vaccine?

- Adolescents 11 through 18 years of age are routinely recommended for two doses of meningococcal conjugate vaccine (MCV4).
- Preteens should get the first dose of MCV4 at their 11-12 years of age check-up and a booster dose of MCV4 is recommended at 16 years of age.
- Teenagers who missed a dose and are heading off to college as a freshman living in a residence hall. Ask your doctor about getting the vaccine now.
- Teenagers with HIV should get three doses of MCV4.
- People 55 years of age and older should get Meningococcal polysaccharide vaccine (MPSV4).
- Both vaccines prevent 4 types of bacterial meningococcal disease.

Who should be vaccinated because they are at increased risk?

- College freshmen living in dormitories.
- Laboratory personnel exposed to meningococcal bacteria.
- U.S. military recruits.
- Anyone traveling living where meningococcal disease is common, like Africa.
- Anyone with a damaged spleen or who had the spleen removed.
- Anyone with an immune system disorder.
- Anyone exposed during a meningococcal meningitis outbreak.

What are the vaccine side effects and risks?

- MCV4 is safe, but side effects can occur.
- Most side effects are mild or moderate and do not affect daily activities.
- The most common side effects in preteens and teens occur where the injection is given and may include pain, tenderness, swelling, and hardness of the skin.
- Other common side effects may include nausea, feeling a little run down, and headache.
- Some preteens and teens may also faint after getting a vaccine.
- Reactions usually last a short time and get better within a few days.

Where can I find more information?

- Ask your doctor.
- Call the Alabama Department of Public Health, Immunization Division, at 1-800-469-4599.
- Go to cdc.gov and type meningococcal vaccine in SEARCH box.

Alabama Department of Public Health
Epidemiology Division, 201 Monroe St., Montgomery, AL 36104
800-338-8374 www.adph.org

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:

- A. Child Nutrition Programs comply with federal, state and local requirements. Child Nutrition Programs are accessible to all children. Sequential and interdisciplinary nutrition education is provided and promoted.
- B. Patterns of meaningful physical activity connect student's lives outside of physical education.
- C. All school-based activities are consistent with local wellness policy goals.
- D. 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.
- E. All foods made available on campus adhere to food safety and security guidelines.
- F. 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.

CHILD NUTRITION PROGRAM

Enterprise City Schools Child Nutrition Program works in accordance with the National School Breakfast and Lunch Program, Alabama health codes, and local board policies to provide meals for all students in Enterprise City Schools. All schools offer a complete breakfast and lunch each school day. 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 available on-line to print or on-line to fill out at the beginning of the school year. Parents should fill out one application per family and list all students in the home on the same application. Approved applications must be on file in the CNP office in order for a child to receive free or reduced price meals. Your application may be checked by school officials at any time during the year. All students who attended Enterprise City Schools last year and were eligible for free or reduced price meals will continue receiving free or reduced price meals for the first 30 days of school or until a new form is processed. New forms must be filled out each year in order to receive free or reduced meals. Parents who wish to print the form or fill it out can visit www.enterpriseschools.net, click on Parent Tab, and then click Free & Reduced Meal Application. If parents wish to have a copy sent home with the student can call our office at 334-347-7572.

An electronic meal account will be maintained for each student. Money may be deposited in the meal account by cash or check before school or during lunch. Each student will use their S number to enter into the keypad at the cashier station and the purchase will be recorded on their account. Using a student's S number, parents may visit www.myschoolbucks.com to make online payments. You can also download the free app MySchoolBucks in the apple store or google play. Parents can visit

www.enterpriseschools.net, click on Parent Tab, and then click on MySchoolBucks. Either option requires a small transaction convenience fee. Parents can set up an account to receive a notification when the student's account reaches below \$5.00. All monies left on the account at the end of the school year will remain on the student account and rollover to the following school year. Refunds are only given out when a student is withdrawing from Enterprise City schools.

It is the intent of Enterprise City Schools to provide an opportunity for each student to eat a nutritious breakfast and lunch during the school day. It is also the policy of Enterprise City Schools to comply with all federal program regulations pertaining to the National School Breakfast and National School Lunch programs. As per the federally governed Child Nutrition Program regulations, uncollected meal charges constitute a bad debt and are unallowable.

The charged meal policy will be implemented for the benefit of the students, and will not be used by board employees. Students and staff are encouraged to deposit money into their meal accounts regularly, whereby a draft of the account may be made on a daily basis as a la carte items are purchased.

No extra purchases or a la carte items are allowed to be charged. The CNP Manager will send home charge notices to parents weekly and a charge report will be given to the school principal daily of charges incurred on that day.

Enterprise City Schools participates in allowing students Offer vs. Serve which gives the student the option at lunch to refuse up to two items offered as part of a complete meal. Offer vs. Serve consists of a minimum of five components: meat/meat alternate, vegetable, fruit, bread/grain, and milk. The milk choices consist of skim and low-fat flavored milk. Students must select at least three components, one of which has to be a ½ cup of fruit or vegetable, in order to comply with USDA regulations.

If a student has a special dietary requirement, please notify the school by submitting a doctor's note which describes the necessary dietary modifications in detail. Meal substitutions cannot be made without a doctor's note.

Enterprise City Schools has a district policy that prohibits outside food products from being brought into the cafeteria in the original boxes or bags; for example, McDonald's or Subway bags or Little Caesars pizza boxes. Items that are rewrapped or placed in a non-identifiable container have been acceptable. Carbonated beverages in the original containers are also prohibited. It is permissible if they are placed in a thermos or other container in which they cannot be identified. These guidelines should be followed by both students and adults in the cafeteria.

Enterprise City Schools will be serving meals that meet the 2010 Healthy, Hunger Free Kids Act, ensuring that meals are healthy, well-balanced and provide students all the nutrition they need to succeed at school. Breakfast and lunch menus, meal prices and nutritional analysis can be found at the following link www.enterpriseschools.net, click on Menus across the top of the page or visit www.mealviewer.com. You can also download the free app MealViewer To Go in the apple store or google play.

BUS TRANSPORTATION

Each transported student has the right to a safe and enjoyable ride to and from school which is free from intimidation, threat, or harassment. Good conduct of all transported students while waiting for the school bus and while traveling to and from school is necessary for a safe and enjoyable ride for all students. Transportation service is a privilege, not a right, which is granted to the student contingent upon the exhibition of proper behavior.

Parents of transported students will be held responsible for their children until the student boards the school bus in the morning and after the child leaves the bus at the end of the school day. Parents also share responsibility with the child for his/her conduct while on the school bus and while in school bus loading or unloading areas.

Bus safety can be accomplished by following a few simple rules while on the bus:

1. Sit correctly in your seat (feet on floor, not in aisle, bottom on seat, facing forward)
2. Keep your hands and feet to yourself.
3. No yelling or inappropriate language (be respectful)
4. Keep all body parts inside bus at all times
5. No throwing of any items inside or out of the bus.
6. Properly secure any carry-on items (i.e. book bags, band instruments, etc.) by either holding them or placing them under the seat to make sure it doesn't interfere

In addition, all behavioral guidelines/policies outlined in the school handbook also apply to all transported students while on the school bus.

Misbehavior on buses will be reported by the bus driver to the principal or an assistant principal. Appropriate action, as determined by the administrator, shall be taken in such cases and may include, but not be limited to, one or more of the following: warning, parental contact, detention, corporal punishment, bus suspension (number of days determined by administrator), permanent revocation of bus privileges.

In addition, unacceptable conduct on the school bus or at the school bus stop may result in suspension or expulsion from school.

Questions concerning student discipline should be directed to the appropriate school's administration. Questions concerning bus stops, bus schedules, or drivers should be directed to the Transportation Department at the Service Center 334-347-6867.

BUS TRANSPORTATION/VIOLATIONS

Class I School Bus Violations

- Use of profane or indecent language
- Failure to follow proper procedures on the bus/bus stop
- Changing seats or standing while the bus is in motion
- Failure to sit in or moving from assigned seat
- Yelling or speaking in a loud or disruptive manner
- Talking or making noise when approaching the railroad crossing
- Blocking, restricting, or placing objects in the aisles, steps or emergency exits

Class I School Bus Dispositions

1st Bus Infraction: Warning; conference with student and parent

2nd Bus Infraction: Conference with student & parent; up to ONE (1) day bus suspension

3rd Bus Infraction: Conference with student & parent; up to THREE (3) days bus suspension

4th Bus Infraction: Conference with student & parent; could be considered Class II infraction

*****Class I Bus Infractions may not be appealed beyond the local school*****

Class II School Bus Violations

- Intentionally hitting, pushing, kicking or otherwise being physically aggressive with another individual on the bus
- Cutting, scratching, writing on, or otherwise defacing any part of the bus. Restitution will also be required before the student is allowed to ride the bus again.
- Refusal to follow reasonable directives/instructions given by a school board employee or substitute employee.
- Intentionally socially, emotionally, or physically harassing, annoying or intimidating another person on the bus. The following are examples but are not limited to:
 - Abusive/obscene language obscene gestures towards others
 - Verbal or non-verbal threat that could possibly cause others to fear for their own safety
 - Using any form of written or electronic communication to threaten or cause fear; may include insult or stigma on the basis of sex, race, color, disability, religion, sexual orientation or national origin
 - Making physical, verbal, or written sexual connotations to proposition sexual activity
- Entering or exiting the bus through an emergency exit, window, or any other means except in the event of an emergency. May increase to a Class III in the event that the action causes injury to others.
- Throwing or tossing any objects from the bus at any time

- Failure to keep head, hands, or feet inside the bus window
- Entering or leaving the bus with the consent of the driver
- Tampering with any bus equipment without the consent of the driver
- Possession of or use of tobacco products (includes lighters, vapes, matches, etc) in any form on the bus

Class II School Bus Dispositions

1st Class II Infraction: Conference with student; up to THREE (3) days Bus Suspension; parent contact required

2nd Class II Infraction: Conference with student; up to FIVE (5) days Bus Suspension; parent conference required

3rd Class II Infraction: Conference with student: up to TEN (10) days Bus Suspension; parent conference required

4th Class II Infraction: Conference with student; student could be removed from the bus for up to the remainder of the school year; parent conference required

Class II Bus Infractions may not be appealed beyond the local school

Class III School Bus Violations/Infractions

Any Class III offense occurring on a bus or at a bus stop will be considered a major bus infraction. Students referred to the school administrator for Class III offenses will be disciplined according to the The Enterprise City Schools Code of Conduct and may be removed from the school bus in addition to other consequences as determined by administration.

** Discipline regarding students with IEPs or 504s will be made by IEP/504 Teams in conjunction with administration.**

COMPUTER ACCESS AND USE BY STUDENTS

Enterprise City Schools provide a wide variety of technology equipment for student use. When a student uses this equipment, he/she assumes the responsibility to avoid acts which may interfere with use of the information systems.

Each student is allowed to use school-installed programs to access, modify, and delete his/her own data and documents in his/her assigned area designated by the Enterprise City Schools. All other forms of access or use are prohibited.

Violations include:

- Students must not access or attempt to access any program, data, or user area not assigned by them.
- Students must not install or download a computer program from any source outside the school without written authorization from the principal/instructor.
- Students must not use or possess, on or off school property, a computer program capable of modifying or destroying other school programs or school data. Prohibited programs include but are not limited to "Virus," "Trojan Horse," and the like.
- Students must not use or possess, on or off school property, a computer program designed to access, read, or modify the security system installed on the information networks of Enterprise City Schools.
- Students must not modify or attempt to modify any program or data other than their own.
- Students must not delete or attempt to delete any program or data other than their own data.
- Students must not attempt to disrupt the networks through vandalism. Vandalism includes the destruction and/or theft of hardware, software, data, or files of another user.
- Malicious attempts to harm, modify, or destroy technology resources could result in suspension, expulsion, legal action, restitution, and prosecution by authorities.

Consequences for violations will be determined by the school administrator and based on the severity of the violation.

TECHNOLOGY ACCEPTABLE USE AGREEMENT

The most current Acceptable Use Agreement can always be found at this address:

<http://www.enterpriseschools.net>

By signing the Code of Student Conduct you are agreeing to the terms of the Acceptable Use Agreement.

The goal of the technology environment is to support all educational and instructional needs of the students and the teachers of Enterprise City Schools. Use of any and all resources should be considered a privilege and not a right.

Introduction:

Users will include anyone, including employees, students and guests using any of ECS's technology, including, but not limited to, computers, both wired and wireless networks, Internet, email, chat rooms, phones and other forms of technology services and products.

Network is both the wired and wireless networks including our Wide Area Network.

Equipment includes, smart phones, cellular phones, PDA's, Mp3 Players, IOS devices, desktop computers, tablets, laptops, netbooks and any portable storage device.

To ensure that students receive a quality education and that employees are able to work in a professional and intellectually stimulating environment, it is the intention of the Enterprise City Schools to provide all students and employees with access to a variety of technology resources. All Enterprise students and staff must acknowledge and adhere to this Agreement.

The creation of a large and varied technology environment demands that technology usage be conducted in legally and ethically appropriate ways. We recognize that the use of technology always requires attempts to balance the benefits against the possibilities of danger, security problems, and abuse. Rapid changes in technology and growth in the range of content available makes this a constant challenge. Thus, it is the intention of the Enterprise City Schools that all technology resources will be used in accordance with any and all school system policies and procedures as well as local, state, and federal laws.

Some of these procedures pertain to technology equipment personally owned by school employees and students and brought into school facilities. All personal technologies used on any ECS campus are subject to this agreement and may be used only if such use is in compliance with all school system policies, procedures, and guidelines as well as local, state, and federal laws. This would also include any external storage medium including **Dropbox, Google Drive or similar online storage**.

Employees and students are required to follow the data governance policy approved by the board. Employees and students are prohibited from emailing electronic copies of student or staff personal information. Employees and students are prohibited from storing/saving personal information on external storage devices or portable devices that do not remain on campus. This information includes, but is not limited to data containing social security numbers, information protected by FERPA, and any other sensitive and/or protected information. In the event that this type of information is stored on a portable or external device and said device is lost or stolen, the Chief Technology Officer should be notified immediately.

Any questions about this agreement, its interpretation, or specific circumstances shall be directed to the Chief Technology Officer before proceeding. Violations of this agreement will be handled in a manner consistent with comparable situations requiring disciplinary and/or legal action.

I. ACCESS:

The use of all Enterprise City Schools technology resources is a privilege, not a right, and inappropriate or suspected inappropriate use can result in a cancellation of those privileges, pending investigation. Moreover, users of Enterprise City Schools' technology must be aware that Enterprise City Schools cannot assume any liability arising out of the illegal or inappropriate use of technology resources. The Chief Technology Officer, local school Technology Coordinators and/or school system administrators will determine when inappropriate use has occurred, and they have the right to deny, revoke, or suspend specific user accounts.

Individuals may use only accounts, files, software, and/or other technology resources that are assigned to, provided, or approved for him/her. Individuals identified as a real or suspected security risk can be denied access. Any use of technology resources that reduces the efficiency of use for others can be considered a violation of this Agreement. Personal technology-related devices (if connected to the ECS network) such as, but not limited to laptops, mobile devices, smart-phones, iPods, etc. used on school grounds are subject to all items covered in this

Agreement and other applicable published guidelines.

II. PRIVACY:

To maintain network integrity and to insure that the network is being used responsibly, local school Technology Coaches, Technicians and/or other designated technology staff reserve the right to inspect any and all data, including data stored by individual users on individual school or personal devices (if connected to the ECS network). Users should be aware that activities might be monitored at any time, without notice.

Users should not have any expectation that their use of technology resources, including files stored by them on the Enterprise City Schools' network, will be private and will be secure from access by others. Reasonable steps will be taken to maintain the security of technology resources, but no assurance can be given that penetration of such security will not occur. Because communications on the Internet are public in nature, all users should be careful to maintain appropriate and responsible communications. Enterprise City Schools cannot guarantee the privacy, security, or confidentiality of any information sent or received via the Internet, an email correspondence, telephone, etc. Users are encouraged to avoid storing personal and/or private information on technology devices or network resources owned by the district and/or school.

III. DATA SECURITY:

Students and staff are expected to follow all local, state and federal laws in addition to this acceptable use agreement regarding the protection of student and staff confidential data. Individuals may not attempt to log into the network using any network account and/or password other than the login(s) assigned to him/her. Individuals may not allow someone to use his/her network account and/or password to access the network, email, or the Internet. In emergency situations, student pictures or other personally identifiable information can be shared with outside agencies in accordance with this signed

“Enterprise City School District Code of Student Conduct Notice of Receipt” and in accordance with FERPA guidelines.

District or school data, such as but not limited to STI information, accessed through school system technology resources may not be used for any private business activity. The system-wide technology staff does perform routine backups in an effort to assure continuity of business. There can be no assurance, however, that technology resources will be available within a particular time frame following an outage. There is no guarantee that information that existed prior to an outage, malfunction, or deletion, can be recovered. Users are expected to maintain and back up their critical files and data.

IV. COPYRIGHT:

Any questions about copyright provisions should be directed to the district Chief Technology Officer, local school Technology Coach, or local school media specialist. Legal and ethical practices of appropriate use of technology resources will be taught to students and employees in the system (i.e. as part of the Technology Education Curriculum, during lab orientation, faculty meetings, etc.). Again, all questions regarding legal and ethical practices of appropriate use should be directed to the local school Technology Coach and/or district Chief Technology Officer.

Copyright is implied for all information (text, data, and graphics) published on the Internet. Student and employee webpage authors will be held responsible for the content of their pages. Do not "borrow" icons, sounds, or graphics from other pages without documented permission. It is the student or employee's responsibility to secure proper usage permission. Duplication of any copyrighted software is prohibited unless specifically allowed in the license agreement and, then, should occur only under the supervision and direction of the technology staff.

V. EMAIL:

Enterprise City Schools provide access to email accounts for all employees, long-term substitutes, and for students grades 3-12. This agreement addresses each user. Email accounts may be granted for school related organizations or classes with designated employee sponsors. Enterprise City Schools uses Google Apps for Education for its mail and document storage. You can read more about GAFE at <http://www.enterpriseschools.net>. Technical support is provided for Enterprise City Schools email accounts used to conduct educational and/or instructional business. Personal use of email is permitted as long as it does not violate this Enterprise City Schools' Acceptable Use Agreement and/or adversely affect others or the speed of the network.

Use of Enterprise City Schools' email accounts for harassing or threatening is strictly prohibited. Enterprise City Schools' email accounts may not be used for political activity, personal gain, commercial purposes, or profit.

SPAM- Enterprise City Schools' email accounts may not be used for attempting to send or sending anonymous messages. Enterprise City Schools' email accounts may not be used for sending mass emails unless to parent lists or for other educational purposes.

Enterprise City Schools' email accounts may not be used for posting or forwarding other user's personal communication without the author's consent. Because email is not securely transmitted, no email containing sensitive information about students, families, school system employees, or any individuals can be sent. There can be no assurance that email will be confidential and/or private. Incoming and outgoing email is filtered by the district for inappropriate content. However, no filtering system is foolproof, and material deemed inappropriate by individual users may be transmitted in spite of filtering. Enterprise City Schools cannot assume any liability for such breaches of the filter. At the discretion of the Chief Technology Officer, email accounts may be locked without notice.

As part of our instructional programs, we register our students on a number of educational websites. The Children's Online Privacy Protection Act (COPPA) requires us to obtain parent consent to register students under 13 years old on these educational websites. The information provided to these websites is basic "directory information." Typically, this is the student's name, school-governed Google Apps for Education Gmail address (filtered by the school district), grade, and school. By signing the Student Code of Conduct you hereby agree to give permission for the school system to act as your child's agent and to upload your child's basic directory information (name, school-based email address, grade, and school) to create an account on these educational websites.

VI. INTERNET USE:

The intent of the Enterprise City Schools is to provide access to resources available via the Internet with the understanding that staff and students will access and use information that is appropriate for their various curricula. All school rules and guidelines for appropriate technology usage, as well as local, state, and federal laws apply to usage of the Internet. Teachers should always screen all Internet resources before projecting them in the classroom.

Students gain access to the Internet by agreeing to conduct themselves in a considerate and responsible manner and by providing written permission from their parents via this Enterprise City Schools Acceptable Use Agreement. The acceptable use agreement is not transferable, and therefore, may not be shared. Existing acceptable use agreements are valid until new forms are received.

Internet activity can and will be monitored, along with other aspects of technology usage. Internet access for all users is filtered, through one central point, by URL (web address) and by IP address and may be filtered by keyword. URLs (web addresses) and IP addresses may be added to or deleted from the filtered list by the Chief Technology Officer and his or her designee. Staff members may request to review filtered categories. Users requesting sites for blocking or unblocking must list specific URLs. Successful or unsuccessful attempts to bypass the Internet filter by using proxies or other resources are a violation of this agreement.

VII. WEB PUBLISHING:

The Enterprise City Schools' web site is limited to usage associated with activities of Enterprise City Schools. The web site cannot be used for personal financial gain, to express personal or political opinions, or to editorialize. The Technology Staff reserves the right to reject all or part of a proposed or posted web page.

Links from pages housed on the Enterprise City Schools' website to personal blogs, social networking sites, advertisements unrelated to school system business, and/or personal web pages are prohibited.

Student pictures or other personally identifiable information can be used in accordance with the signed "Enterprise City School District Code of Student Conduct Notice of Receipt" and in accordance with CIPA and FERPA guidelines. Student posting of personally identifying information of any kind on the Enterprise City Schools' website or linking to personal information from the Enterprise City Schools' website is prohibited. Personally identifying information includes home address, work address, home and/or cell phone numbers, social security number, etc., for web publishing purposes. Individual students may be identified by full name unless permission to do so is denied by the parent or guardian in writing. Full names may only be used in reporting student participation in school sponsored extracurricular activities, achievements, and other positive recognitions. Caution should be used when photographs of any students are included on web pages. Group photographs without names are preferred for all students.

VIII. SOCIAL MEDIA RECOMMENDATIONS:

Social media can be a valuable tool for both personal and professional use. However, as with any tool, it must be used with skill and care. The guidelines below have been developed to help protect students and employees from charges of inappropriate use. Although many of the items below specifically reference Facebook or Twitter, the guidelines and cautions apply to all social networking venues.

It is strongly recommended that teachers do not "friend" current students and/or students under 18 years of age. There may be exceptions, such as a relative, a friend's child, etc.; however, as a general rule, it is recommended that teachers do not "friend" students, and they assume personal responsibility if they choose to do so.

Enterprise City Schools has created and hosts several options for teachers to safely use social media for instructional purposes. District technology personnel have immediate access to online dialogue when challenges are made regarding inappropriate use of the sites that are hosted by Enterprise City Schools. A potential danger exists when employees communicate directly with students or instruct students to communicate directly to each other or the general public on social media sites that are not hosted by Enterprise City Schools. District sponsored and approved teacher websites, including email and mass notification systems along with the PowerSchool parent portal should be the primary means for electronic parent communication.

Remember, once something is posted on a social networking site, it may be available forever. Please avoid posting comments that discuss or criticize others. Only post what could be shared in a face-to-face meeting with the public - no confidential student information. Make sure posts and pictures are presented in a professional role or manner.

IX. EXAMPLES OF INAPPROPRIATE USE OF RESOURCES:

This list is not all-inclusive, but is intended to provide general guidance. Anything that would be considered inappropriate in "paper form" is also considered inappropriate in electronic form. The

following are examples of inappropriate activities when using any Enterprise City Schools' network, email system, hardware, software, technology service, and/or Internet access:

- Using another user's password or attempting to discover another user's password or sharing passwords
- Unauthorized access of another user's files, folders, home directory, or work
- Saving information on any network drive or directory other than your personal home directory or a teacher-specified and approved location
- Downloading, installing, or copying software of any kind onto a workstation, laptop, home directory, or any network drive
- Harassing, insulting, embarrassing, or attacking others via technology resources
- Damaging any technology resources, including, but not limited to, printers, telephones, computers, computer systems, or computer networks.
- Placing irresponsible demands on limited resources such as Internet bandwidth, disk space and printing capacity
- Accessing inappropriate material from web sites or attempting to bypass the Internet filter to access web sites that have been blocked. Sending, displaying, or downloading offensive messages or pictures
- Using obscene, racist, profane, discriminatory, threatening, or inflammatory language in a document, email, etc.
- Using a digital camera, camera phone, or any other device capable of storing a still or video image to take inappropriate and/or embarrassing pictures
- Editing or modifying digital pictures with the intent to embarrass, harass or bully
- Posting any false or damaging information about other people, the school system, or other organizations
- Using images or text from an online source without appropriate reference
- Use of technology resources to create illegal materials (i.e. counterfeit money, fake identification, etc.)

CELL PHONES & OTHER ELECTRONIC COMMUNICATION DEVICES

The Enterprise City School System recognizes the student use of all electronic devices, including cellular phones and other mobile devices for instructional purposes at all schools during the school day at the discretion and/or direction of school system staff. Students involved in before or after school academic programs shall observe school hour rules during these programs. Student use of cellular phones/electronic communication devices for field trips, sporting events, extracurricular activities, etc. during school hours or before or after school hours will be at the discretion of the principal and sponsor/coach.

Student use of cellular phones/electronic communication devices shall be allowed on school buses on regular routes before and after school provided they are not causing any disruption. Photos may not be taken on the bus utilizing camera phones or other types of 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 that the student attends. Violators of this policy shall be subject to disciplinary action. Specific disciplinary consequences shall be stated in student handbooks provided to students at each school.

The school/school system is not responsible for the loss, damage, or theft of any electronic device brought to school or to a school event.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) (Act 99-34)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Enterprise City Schools obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Enterprise City Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow Enterprise City Schools 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; 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, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Acts of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.¹

If you do not want Enterprise City Schools to disclose directory information from your child's records without your prior written consent, you must notify your child's school in writing no later than two weeks after school starting or enrollment. Enterprise City Schools has designated the following information as directory information:

Student's name	Student ID/Student network login
Guardian(s) Name(s)	Date and place of birth
Address	Major Field of study
Telephone listing	Dates of attendance
Electronic mail address (email)	Participation in officially recognized activities/sports
Photograph	Weight and height of members of athletic teams
Grade level / Homeroom	Degrees, honors, and awards received
Gender	Most recent educational agency/institution attended

Footnotes: 1. These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

For more information, contact your school principal or visit the FERPA Web Site at: www.FERPA@ED.Gov.

ENTERPRISE HIGH SCHOOL

BULLYING, HARASSMENT OR INTIMIDATION REPORTING FORM

Directions: Bullying, harassment, or intimidation are serious acts and will not be tolerated. This is a form to report alleged bullying, harassment, or intimidation that occurred on school property; at a school-sponsored activity or an event off school property; on a school bus; or on the way to and/or from school, in the current school year. If you wish to report an incident of alleged bullying, harassment, or intimidation, complete this form and return it to the Principal at the student victim's school. Contact the school for additional information or assistance at any time.

Today's date: _____ / _____ / _____
 Month Day Year

School: _____

Person Reporting Incident (Please print)	
Name: _____	
Telephone: _____	E-mail: _____

1. Name of student victim: _____ Age _____ Grade _____

2. Name(s) of alleged offender(s) (if known):	School (if known)
_____	_____
_____	_____

3. Where did the incident occur (choose all that apply)?
 On a school property At a school sponsored activity or event off school property Other
 On a school bus On the way to/from school

4. Place an X next to the statement(s) that best describes what happened (choose all that apply):

- Any bullying, harassment, or intimidation that involves physical aggression
- Getting another person to hit or harm the student
- Teasing, name-calling, making critical remarks, or threatening, in person or by other means
- Demeaning and making the victim of jokes
- Making rude and/or threatening gestures
- Excluding or rejecting the student
- Intimidating (bullying), extorting, or exploiting
- Spreading harmful rumors or gossip
- Electronic communication (specify) _____
- Other (specify) _____

5. What did the alleged offender(s) say or do?

6. Do you have any information to share about why the bullying, harassment or intimidation occurred?

7. Is there any additional information you would like to provide?

Signature: _____

Date: _____

**ENTERPRISE CITY SCHOOLS SYSTEM CODE OF STUDENT CONDUCT
NOTICE OF RECEIPT**

Student (print) _____

Parent/Guardian (print) _____

School (print) _____

The above student and parents hereby acknowledge by our signatures that we have received and read, or had read to us, the local school’s handbook and the Enterprise City Schools System Code of Student Conduct, which contains a copy of “It’s the Law”. We understand that these policies apply to all students and parents in the public schools; to school campuses, the immediate vicinity of the school, school buses or other school-owned vehicles; school-related activities and events. We further acknowledge by our signature that we have read, or had read to us, the sections on Attendance and the section on Internet Use.

Student (signature) _____

Parent/Guardian (signature) _____

Parent/Guardian (signature) _____

Note: The student is to sign the above statement. If the student lives with both parents/guardians, both are to sign the statement. If the student lives with only one parent or guardian, only one is to sign. A separate statement is to be signed for each student.

Please sign this page and have the student return it to the homeroom teacher. Keep the accompanying information for future reference.

COPPA

As part of our instructional programs, we register our students on a number of educational websites. The Children’s Online Privacy Protection Act (COPPA) requires us to obtain parent consent to register students under 13 years old on these educational websites. The information provided to these websites is basic “directory information”. Typically, this is the student’s name, school-governed Google Apps for Education Gmail address (filtered by the school district), grade, and school.

_____ I **DO** give my permission for the school system to act as my child’s agent and to upload my child’s basic directory information (name, school-based email address, grade, and school) to create an account on educational websites.

_____ I **DO NOT** give my permission for the school system to act as my child’s agent.

NOTE: Completion of online registration includes agreement by the parent/guardian and student to knowledge of the requirements and regulations of the Code of Conduct.

Enterprise City Board of Education
Residence Policy

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 the school system, 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 such as eating, sleeping, studying, working, etc. occur during a significant part of each day.

Name of Student: _____

Physical Residence of Student

I affirm by my signature that the above address is my residence, which complies with the Residence Policy of the Enterprise City Board of Education.

Signature (Parent/Guardian) _____ Date _____

Media Permission Form

During the school year, staff of ECS and media representatives may want to interview, photograph, submit articles about students awards or achievements, film, videos of your child for use in publications, television, reports, and public presentations, on our website or in social media venues like YouTube, Facebook, and Twitter. The pictures may be of groups of students or individuals, and the students' names may be used. The department will contact a parent for any individual feature on a student to keep you informed that a student is being so recognized.

Please check ONE:

_____ I DO give permission for my child to be photographed and interviewed and permission to have my child's name used in both school publications and external publications like our newspaper and magazines as well as on television stations and social media.

_____ I DO NOT want my child photographed or interviewed.

Thank you for your cooperation as we work to publicize the efforts of our students and school community. We will make every effort to abide by your request.

Signature (Parent/Guardian) _____

Date _____