Enterprise City School System

Coppinville Junior High School

Code of Student Conduct

2026-2027

Enterprise City Board of Education

Dr. Zel Thomas, Superintendent

Dr. Patrick Cain, Assistant Superintendent

Mr. Brad Barton, Principal

EQUAL 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 system also provides equal access to the Boy Scouts and other designated youth groups.

Mrs. Joylee Cain, Director of Secondary Special Education, WeeCats, and Gifted Programs

Special Projects

6500 Boll Weevil Circle

Enterprise, AL 36330

(334) 347-4287

Mrs. Sheree Hardrick, Federal Programs Director

Mrs. Adonna meeks, Section 504 Coordinator – Testing Coordinator

Mr. Drew Danner, Director of Secondary Education

Mrs. Stephanie Quisenberry, Director of student services

Enterprise City Schools

220 Hutchinson St.

Enterprise, 36330

(334) 347-9531

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. Inquiries regarding compliance and complaint procedures can be directed to:

Dr. Patrick Cain, Human Resources Director

Enterprise City Schools

220 Hutchinson Street

Enterprise, AL 36330 (334) 347-9531

PRINCIPAL'S MESSAGE

It is with great pleasure that we take this opportunity to welcome you to our school. We are extremely proud of the programs we offer our students, and we encourage you to make the most of your time with us.

This handbook contains valuable information regarding our school. Time management is a critical skill for success as a student and eventually as a professional in the workplace. Organize your days and weeks to stay on course, take advantage of all the school and community has to offer, and enjoy the experience.

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)

Enterprise City Schools

SCHOOL CALENDAR 2026-2027

August 3- August 5	Teacher Work/Professional Day
August 6	First Day for Students
September 7	Labor Day Holiday
September 8	Teacher Work/Professional Day
October 9	Teacher Work/Professional Day
October 12 - 13	Fall Break / Columbus Day
November 11	Veteran's Day Holiday
November 23 - 27	Thanksgiving Holidays
December 18	½ Day for Students
December 21 - Jan 5	Christmas Holidays
January 4 - 5	Teacher Work/Professional Day
January 6	Students Return to School
January 18	Martin Luther King, Jr. Holiday
February 12	Presidents Day
February 15	Teacher Work/Professional Day
March 22 - 26	Spring Break
March 29	Teacher Work/Professional Day
April 19	Holiday/District Closed
April 20	Teacher Work/Professional Day
May 27	Last Day (½ day for students)

GRADING CALENDAR

1st Quarter	August 6 - October 8	44 days
2nd Quarter	October 14 - December 18	42 days
3rd Quarter	January 6 - March 11	44 days
4th Quarter	March 15 - May 27	47 days

Progress Report Dates	**Report Card Distribution**
September 9	October 14
November 12	January 6
February 10	March 17
April 21	May 27

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INSTRUCTIONAL PROGRAM

DAILY SCHEDULE

Tardy Bell	7:55
1st Period	8:00 - 8:51
2nd Period	8:55 - 9:46
Break	9:46 - 9:54
3rd Period	9:58 - 10:49
4th Period	10:53 - 11:44
5th Period	11:48 - 1:15
6th Period	1:19 - 2:10
7th Period	2:14 – 3:05

LUNCH

Lunch A	11:48 - 12:15
Lunch B	12:17 - 12:44
Lunch C	12:46 - 1:13

Promotion/Retention

The junior high school instructional program is made up of the following courses: English, Social Studies, Mathematics, Science, and Physical Education. The elective courses are: Art, STEM, Introduction to Drama, Creative Writing, Band, Choral Music, Reinforced Instruction, and Office/Library Aide.

Grading Scale

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

In order to be promoted to the next grade level, a student must, at a minimum, pass Math, English and either Science or Social Studies. Students failing to meet this requirement must attend Summer School to successfully pass all required courses and be eligible for promotion.

The Cost of Summer School will be $100.00 per course. Transportation will not be provided.

Guidance Service

All staff members at all ECS Schools are interested in the social, physical, emotional, and intellectual development of each student. All teachers and administrators are willing to help students with problems that may arise. There may be times, however, when a student needs the specialized services of a qualified guidance counselor. Counselors are available to students to assist with personal problems.

Clubs and Organizations

Clubs and organizations will be organized only with the advice and approval of the administration when it is determined that formation of a club or organization is in the best interest of the students of the school. Faculty members will serve as advisors to each club or organization.

Sports
Interscholastic sports (Football, Basketball, Volleyball, and Cheerleading) are offered at the junior high school level.

Field Trips/Extracurricular Activities
Students must be in attendance for at least ½ of the school day in order to participate in Extracurricular Activities.
The student must attend school from either 8:00-11:30 am or 11:30-3:00 PM.
Money paid for field trips/dances will NOT be refunded.

Response to Instruction (RTI)
RTI is a program designed to assist students who may struggle academically or behaviorally. Our goal is to ensure each child has access to quality instruction and that struggling students are identified early and receive the necessary support to be successful. Students will receive interventions matched to their identified needs, and appropriate progress monitoring tools will be utilized to provide evidence of students' progress.

Fee Exemption
Policy- Parents of students in grade seven may apply for exemption from payment of Board approved fees on the basis of inability to pay. The same income standards used in determining free school meal eligibility shall be applied in determining fee exemption status.

Procedure-

- Applicants desiring exemption are to apply in writing through the school.
- Applicants for exemption are to include the family income of each student applicant.
- Applicants must be willing to answer questions regarding family income and financial circumstances.

Hall Passes
Students should have a hall pass when entering the hallways during instructional time. Each teacher will issue hall passes and have students sign a form indicating where they are going as well as the time they leave and return to the classroom.

Textbooks
Textbooks are provided for students at no charge. If a student damages or loses a state-owned textbook, he/she **must** pay for a replacement.

Telephone
Students will not be allowed to use the phone in the office except in cases of emergency or illness.

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

So as to keep the phone lines open, parents are asked to refrain from calling the school during severe weather. Should an emergency occur the parents will be notified by public service announcements on the radio, through social media, and/or our school system's "School Status" phone system.

Visitors

A person visiting Coppinville Junior High School must obtain a visitor's pass from the main office upon arriving on the campus.

Any person entering the premises of an Enterprise City School System school shall report to the principal or designee and make known the purpose of the visit.

- This policy does not apply to routine deliveries or scheduled maintenance visits.
- The Superintendent or designee shall develop a plan for visible identification of visitors or other persons who are not students or employees of the school.
- A student not enrolled in the school or a student not accompanied by a parent/guardian is prohibited from visiting a school unless otherwise approved by the principal.
- Any person who enters or remains on Enterprise City School System property without legitimate purpose may be found to be trespassing and be subject to arrest and penalties as defined by statutes.

Emergency and Disaster Procedures

A severe weather, fire and disaster plan has been developed for all Enterprise City Schools. All teachers have a copy of the plan displayed in order to familiarize students with emergency procedures. Students are expected to cooperate and follow all instructions during emergency situations.

ABSENCES, EXCUSES, & TARDIES

The Board believes that the right to attend public school 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.

Truancy is defined in the Alabama Attendance Manual as "unexcused absences or skipping school/class for a day or a portion thereof" (2019, p. 59).

"A parent, guardian, or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than (3) school days following the return to school. A failure to furnish such explanation shall be evidence of a child being truant each day he is absent" (Alabama Attendance Manual, 2019, p. 62).

All Enterprise City School 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. Chronic Absenteeism is data of students who missed 18 or more days for any reason. Although Parent Notes (PE), Medical Excuses (DE), etc. are considered excused absences, these absences remain contributing factors to Chronic Absenteeism Data. Research shows that Chronic Absenteeism is associated with several negative consequences for students including lower achievement, disengagement from school, course failure, and an increased risk of dropping out. 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

Excuses

When a student misses class time, the parent must provide a written excuse within three (3) days of the student's return to school that 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 four (4) excused absences accompanied by a parent note per semester. Parent notes requesting student absences in excess of four (4) days or class periods per semester are unexcused and will be coded as unexcused (UA).

Absences

The following absence codes are used by PowerSchool and provided by the Alabama State Department of Education:

Absence	Code
Alternative Placement	AP
Delayed Start	DS
Doctor Excused	DE
Early Dismissal	EDL
Emergency School Closure	X
Exemption	EXE
Expulsion	EX
Field Trip	FT
In School Suspension	ISS
Legal	LG
Military Affiliate	MA
Out of School Suspension	OSS
Parent Excuse (4 per semester)	PE
Religious Instruction	RI
School Activity	SA
Skipping	SK
Tardy Excused	TE
Tardy Unexcused	TU
Unexcused Absence	UA

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.

Unexcused Absences

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

Students with unexcused absences will be required to make up missed assignments within three days. Scheduling make-up work is the responsibility of the student.

Excessive Absences

If unexcused absences (UA) 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 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 (EWC)** and follow all policies and laws concerning truancy.

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

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

Tardies

A tardy is defined as being late to school/class. A student who is not present for at least 50% of the class period is considered absent.

Always sign in at the main office when you are tardy or late to school or when you return to school after checking out. Failure to sign in will be treated as an unexcused tardy, unexcused absence or truancy. Unexcused tardiness will not be tolerated.

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 school's School Resource Officer, Enterprise City Police Department and/or the Student Services Representative.

The Following Procedures will be followed in dealing with unexcused tardies to school and regular class:

Tardy	Consequences
4th unexcused tardy	Warning & notify parent/guardian
5th unexcused tardy	2 hours of detention & notify parent/guardian
6th unexcused tardy	One day of ISS & notify parent/guardian
7th unexcused tardy	Two days of ISS & notify parent/guardian
8th unexcused tardy	Three or more days of ISS & notify parent/guardian
Additional tardies	Additional ISS days, possible Truancy Court appearance, extended revocation of parking privileges

Checkouts

While checkouts from school are discouraged by the Board, necessary checkouts must be processed by the parent through the school's office. The Board encourages that appointments not of a critical nature be scheduled for times and days when school is not in session. Checkouts are considered excused for the same reasons as excused absences.

A written excuse must be submitted upon return to school. A check-out note or phone call does not excuse an absence.

When severe weather conditions exist, parents are asked to comply with emergency school dismissal procedures established by building level administrators.

Educational Neglect

School personnel are considered "mandatory reporters." If educational neglect is suspected or observed, a report MUST be made to proper authorities! If an educational neglect petition is filed the following consequences may occur through the Judge of Juvenile:

- Warrant issued for parent/legal custodian's arrest
- Parent/legal custodian will be arrested and taken to jail. There will be a $2,500 bond.
- Parent/legal custodian will appear for a court hearing.
- If found guilty, the parent will be given a 90-day jail sentence – suspended.
- Court-ordered to make sure the child is in school every day and on time.
- If the child has unexcused absences, the parent could be ordered to spend 30 days in jail.
- If there continue to be unexcused absences, the parent could be ordered to serve the remainder of the jail sentence.
- The parent could lose custody of the children.
- DHR could be involved in the case.

Truancy Case

Truancy is defined in the *Alabama Attendance Manual* as "unexcused absences or skipping school/class for a day or a portion thereof" (2019, p. 59).

"A parent, guardian, or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than (3) school days following the return to school. A failure to furnish such explanation shall be evidence of a child being truant each day he is absent" (*Alabama Attendance Manual*, 2019, p. 62).

The student and/or parent is prosecuted with the following potential consequences

- Electronic Monitoring
- Adolescent Substance Abuse Program
- Boot Camp
- DYS
- Suspended Driver's License

STUDENT DISCIPLINE - CODE OF CONDUCT

INTRODUCTION

The Enterprise City Board of Education requires that school personnel operate the schools in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students in the System. To accomplish these goals, students and school personnel must work together in a school environment that is characterized by mutual respect. Positive behavior intervention and support emphasize the promotion of safe, respectful, resourceful and responsible behaviors. The emphasis of the discipline approach shall be on the prevention of inappropriate student behavior and the development of individual responsibility. Even though discipline does not appear as a subject in the curriculum, it underlies the entire educational structure. Discipline is recognized as the training that helps students develop self-control, character, orderliness, efficiency, and effectiveness. Therefore, the Board views discipline as the key to good conduct and appropriate consideration for other people. Principals, teachers, and other school personnel have both the authority and the duty to take appropriate action whenever student behavior is not consistent with established rules of conduct.

Principals and teachers of the schools shall develop reasonable, proper, and specific rules for students. Such rules must be based on policies of the Board and be directed toward the improvement of education within the schools. Principals shall be responsible for ensuring that students, parents/guardians, and staff members have been informed regarding pertinent student policies and procedures. Rules and regulations shall be disseminated to students, parents/guardians, and staff. Student code of conduct, faculty handbooks, school newsletters, PTA/PTO/PTSO meetings, and classroom instruction are some of the ways that can be used to accomplish this task.

Enterprise City Board of Education students and their property are subject to all the rules and regulations of the Enterprise City Board of Education during the school day, during school-sponsored activities, while on or in School Board property and facilities, while being transported on school buses, and at times and places, including but not limited to, school-sponsored events, field trips, athletic functions, and other school-related activities. All regulations and prohibitions also apply to automobiles and other property brought onto Board property. In addition to the foregoing, application of this Code of Student Conduct may be extended to the immediate vicinity of the school, as well as before, during, and after-school hours when and where student conduct could have a detrimental effect on the health, safety, and welfare of other students and the school or where the conduct could otherwise disrupt the educational process.

STUDENT RIGHTS AND RESPONSIBILITIES

The Board views the school as a place where students have the opportunity to experience academic and social success. Success contributes to positive student self-esteem which, in turn, translates into positive student behavior. By providing opportunities for students to learn concepts, practice skills, and reinforce learning, a positive environment shall be created which promotes academic and social success.

The total school program focuses on developing each student into a competent, self-disciplined and self-directed learner of good character. Thus, the emphasis is placed on teaching responsibility for one's behavior, modeling the behaviors desired by students, and identifying and resolving inappropriate behaviors. At all times, discipline is built within an atmosphere of self-respect, respect for others, and respect for the learning environment.

School policies are intended to allow for opportunities for students to develop self-discipline while providing boundaries within which individuals find emotional and physical security. It is essential that all persons (students, school personnel, and parents) accept responsibility for their actions. It is equally

important that inappropriate behaviors be skillfully confronted and redirected.
Students must understand that, while these policies provide a means for resolving misconduct or inappropriate behaviors, certain violations will result in removal from the regular instructional program. In all such cases, and throughout all other phases of school activities, students and parents have a right to expect assistance from and professional involvement with school personnel.
Students, parents, and staff must work cooperatively to support the rights of students while helping students accept responsibility for their academic and social growth.

The Board authorizes the Superintendent to establish procedures to accomplish the intent and spirit of Board policies related to student rights and responsibilities.

DISCIPLINE
Discipline (rules and regulations) shall at all times reflect fair and reasonable exercise of authority, being neither arbitrary, capricious, discriminatory, nor otherwise unreasonable. Procedural due process, to the extent of its applicability in any particular situation, shall be afforded students prior to imposition of consequences. Due process afforded shall be commensurate both with the gravity of the offense and with the severity of the contemplated penalty.

The Board expects all school personnel, including bus drivers, lunchroom personnel, custodians, and secretaries in the schools to be treated with respect and dignity just as the student should receive the respect of staff members. It is imperative that the teacher be in charge of the class; anything less would lead to a poor educational opportunity for all. All schools in the Enterprise City School System operate on a "closed campus" policy. This means students must stay in the school building or on the campus from the time they arrive, even if the daily schedule has not begun, until they are dismissed. All staff members are responsible for the supervision of students anywhere on school property as well as at any school activities away from school property and have the authority to require students to meet behavior expectations. Enterprise City Schools' students who fail to follow the discipline policy on all Enterprise City Schools' property, while riding on an Enterprise City Schools' bus, or participating/attending extracurricular activities, on or off campus, will be subject to the discipline process.

Students are expected to behave in a respectful, responsible, and resourceful manner while traveling on an Enterprise City Schools' bus. Any behavior that has the potential to compromise bus safety will be considered a serious violation of these behavior expectations.

Discipline Process: Classroom Management Level
The greatest opportunity for students to learn self-esteem, self-discipline, and respect for others occurs in the classroom under the direction of the classroom teacher. Teachers shall plan and implement effective personal and instructional strategies which are designed to encourage self- respect and respect for others and to prevent and manage student misbehavior.

Teachers shall apply logical, appropriate consequences for student misbehavior; including, but not limited to, immediate intervention, student conferences, parent/guardian conferences, loss of free time, and before and after school detention. Student misconduct, which is serious or frequent enough to cause significant disruption in the instructional program, shall be referred to an administrator for appropriate disciplinary action.

Discipline Process: Administrative Level
The principal is ultimately responsible for the orderly operation of the school program. The principal, with the assistance of his/her staff, will maintain an atmosphere or climate within each school that will support

and allow for a strong teaching/learning environment. Failure of any student to adhere to classroom or school rules may result in the imposition of appropriate consequences by the principal/designee. Consequences which require students to attend school during non-school hours will be assigned with adequate student/parent/guardian notification prior to the consequence, and transportation will be the responsibility of the parent/guardian or student. Individual schools will follow specific rules and guidelines for the administration of consequences. Such consequences may include, but are not limited to, the following and are not listed in priority order:

- Supervised Plan for Correction of Misbehavior
- Corporal Punishment
- Detention
- Bus Suspension
- Saturday School
- Supervised Work/Clean Up Program
- Restitution for Theft or Damages
- Supervised Time Out
- Required Parent Conference
- In School Suspension (ISS)
- Long term ISS
- Alternative Class
- Out of School Suspension (OSS)
- Alternative School Placement (TAP)
- Recommendation for Expulsion

AL ACT #2024-262 affords specific Due Process rights to students that are recommended for the following disciplinary dispositions: Long-term Alternative School (more than 15 days), Long-term Suspension (11-89 days), or Expulsion.

NOTE: A principal has the authority to prohibit any item or action that he/she deems interferes with maintaining a safe, orderly, or effective learning environment. Such specific prohibitions should be communicated to staff, students, and parents as soon as possible after the administrative decision is made.

Special Role of School Resource Officer

The School Resource Officers assigned to Enterprise City Schools assist school officials with school safety. These officers often talk with students in matters concerning student behavior, counseling, or other appropriate matters. The day-to-day conversations and interactions between students and the School Resource Officer are not to be construed as "interviews" and do not require prior parent approval. For any violation of the Code of Conduct that is a crime or potentially a crime, the School Resource Officer will operate in capacity as a law enforcement officer. The assignment of all disciplinary consequences is the responsibility of the school administrator.

DESCRIPTIONS OF CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

Supervised Plan for Correction of Misbehavior

A supervised plan for correction of misbehavior may be designed to address persistent, disruptive, or continued disregard for general school rules.

Detention
A student may be detained for disciplinary purposes before, during, or after school and will be under the supervision of a certified school staff member.

Bus Suspension
A student who misbehaves on the bus or one who demonstrates misbehavior at the bus stop may lose the privilege of riding the bus for a period of time. The period of time that a student is suspended from riding the bus may range from one day to permanent removal of bus riding privileges.

Saturday School
A student may be assigned Saturday School from one to four hours and will be under the supervision of a certified school staff member.

Supervised Work/Clean-up Program
A student may be assigned to a school work/clean-up program for disciplinary purposes and will be supervised by an Enterprise City Schools' staff member assigned by an administrator.

Restitution for Damages
A student or his/her parent may be assessed the exact amount of replacement, repair, or service costs which result from damage to school property. In addition, disciplinary action may be taken. A parent/guardian contact will be made and a payment schedule determined by the student, parent/guardian, administrator, and other appropriate persons. If payment is not paid as determined, the Assistant Superintendent will be notified.

Supervised Time-Out
A student may be temporarily removed from regular classes for disciplinary purposes. The student will have the opportunity to complete missed work.

Required Parent Conference
A student whose behavior requires parental/guardian intervention may be asked to remain at home until a conference is convened with the student, a parent/ guardian, and an administrator.

In School Suspension (ISS)
A student may be temporarily denied attendance in regular classes for disciplinary purposes. A student assigned to ISS will continue to come to school and receive credit for completed assigned work; however, he/she will be isolated from the school's student population. While in ISS, a student may not attend any Enterprise City Schools school activities until the ISS assignment is completed. Parent/guardian notification of the ISS placement will be made.

Temporary Alternative Placement (TAP)
Long-term ISS/Temporary Alternative Placement (TAP) is designed for 7^{th}-12^{th} grade students whose behavior warrants removal from the regular school program for an extended period of time (typically for a period of 15 days or more), due to violation of the Enterprise City Schools Code of Student Conduct. While assigned to TAP/alternative class, parents may be required to transport students to and from school. Students will be prohibited from attending or participating in any Enterprise City Schools activities, on or off campus, during the time assigned to TAP. Parents/guardians of all students assigned to TAP will be given written information regarding the placement at the required Intake Conference with designated Alternative School personnel. Students will receive credit for all work

completed during the assigned long-term ISS/alternative class placement. This program is housed in a facility separated from any of the regular school programs.

Students assigned to TAP for a second placement must meet with the Assistant Superintendent prior to attending the Intake Conference. While assigned to the program, students are not allowed to return to their base school or any Enterprise City School, nor are they allowed to participate in any extra-curricular activities involving Enterprise City School. Continued violations by a student while assigned to TAP may warrant a recommendation for expulsion.

Students who will start the new school year at TAP due to discipline issues for the prior school year, will have the option to attend Summer school classes. The time spent in summer school will not count toward the time in which the student must serve at TAP.

Out of School Suspension (OSS)

A student may be temporarily denied attendance at school for disciplinary purposes. A school administrator may assign short-term suspensions not to exceed the number of days allowed by law. A suspended student shall not attend school or any school-related activities during the suspension nor enroll in another Enterprise City School until the suspension is completed. A suspended student will not return to regular classes on the day of the suspension but will leave school only when the parent/guardian or other proper authority assumes responsibility for the student. A school conference shall be convened prior to the student returning to classes and will include the student, a parent/ guardian, an administrator, and other appropriate persons.

Students will be required to make up any missed assignments, quizzes, and tests within 3 days from the last day of a suspension or as determined by the teacher or administrator.

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.

Readmission

Any student who withdraws due to failing grades, non-attendance, or expulsion is required to apply for readmission to Enterprise City Schools. To ensure academic success, the parent/guardian should complete a readmission request two weeks prior to the beginning of the new semester. A readmission conference with the parent/guardian and a school administrator is required. Any expelled student **must** apply for readmission by letter to the Superintendent of ECS with a copy to the principal of the school to which the student is applying for readmission. All applications for readmission will be reviewed.

Appeals

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 unless it falls under AL ACT 2024-262 (see page 15).

Class III consequences may be appealed to the Board of Education. Procedures for appealing Class III consequences are defined in the Code of Conduct under the heading "Complaints, Grievances, and Appeals."

Discipline Plan

Violations of the Board of Education's Code of Student Conduct are generally grouped into three classes – Minor Offenses (Class I), Intermediate Offenses (Class II), and Major Offenses (Class III). The disciplinary procedures for each class may be different, depending on the recommended action which is to be taken. Some problems are best handled by classroom personnel without resorting to the more formal procedures contained within this Code of Student Conduct. Reference "Classroom Management" in the discipline section of the Code of Student Conduct.

When a student is referred to the principal or his or her designee, the principal will have the discretion to determine the nature and classification of the offense committed by the student. Each student will be afforded due process prior to the administration of discipline.

For any offense for which an in-school parent conference is required, it is the parent's or guardian's responsibility to make arrangements for the conference within twenty-four (24) hours of being notified of the problem. No student will be allowed to return to school until the parent or guardian conference is held (administrative exceptions may be made on an individual basis).

For offenses which are being investigated as a Class III offense, the principal or designee should inform the student of the suspected or pending charges and should provide the student with an opportunity to admit or refute those charges. Any charges involving alcohol, drugs, weapons, aggressive behavior, or a suspected crime may result in intervention by law enforcement authorities. Any items of a dangerous or illegal nature may be confiscated and turned over to law enforcement authorities immediately.

Student misbehaviors that occur during school, on school property, or on school buses, or at school-sponsored or related events are serious and require administrative intervention. While some misconduct would require repeated violations to be considered "serious," a single incident of other misconduct may warrant serious consequences. Students who break the law may also be reported to the police. Law enforcement action or the lack thereof does not dictate or govern school disciplinary action. The following lists of misbehaviors are <u>not</u> all inclusive.

CLASS I: MINOR OFFENSES

1.00 EXCESSIVE DISTRACTION OF OTHER STUDENTS - Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom, or any similar grouping for instruction, which cannot be corrected by appropriate classroom management.

1.01 UNEXCUSED TARDIES – Each school will use the tardy procedure outlined in the Code of Student Conduct

1.02 EXCESSIVE UNEXCUSED ABSENCES – Student will be referred to Student Services Attendance Officer – See Attendance Policy

1.03 NONCOMPLIANCE TO DRESS CODE (Repeated Dress Code Violations will constitute a Class II Defiance of Authority.)

1.04 CLASS I BUS SAFETY INFRACTION

1.05 INAPPROPRIATE PUBLIC DISPLAY OF AFFECTION

1.06 HORSEPLAY/SHOVING/RUNNING/MINOR DISRUPTION

1.07 CONTINUED FAILURE TO BRING MATERIALS TO CLASS

1.08 UNAUTHORIZED POSSESSION OF AUDIO AND/OR VIDEO DEVICES OR OTHER TECHNOLOGICAL DEVICES/MATERIALS

Listening Devices, cell phones, SMART or Gaming Devices, etc., are not allowed during the school day (except in classrooms deemed appropriate by the teacher /administrator). Students are not permitted to wear listening devices in the halls between classes. Devices are to be turned off and put away in backpacks from 7:45 am until students leave campus.

**Students who violate the cell phone policy will incur the following penalties:

1st Offense – Warning; Device taken up from student and returned to parent.

2nd Offense – Device taken up from student and returned to parent. (1) day In School Suspension (ISS).

3rd Offense – Device taken up from student and returned to parent. (2) days In School Suspension (ISS).

4th and subsequent offenses – Multiple days of In School Suspension (ISS) or placement at TAP.

1.09 FAILURE TO FOLLOW INSTRUCTIONS

1.10 LITTERING OF SCHOOL PROPERTY, SCHOOL BUSES, OR OTHER SITES OF SCHOOL ACTIVITY

1.11 ANY OTHER VIOLATION WHICH THE PRINCIPAL MAY REASONABLY DEEM FALLS IN THIS CLASS

DISCIPLINARY OPTIONS DEEMED APPROPRIATE BY THE ADMINISTRATION (not ranked in order and may be combined):

- **ADMINISTRATIVE INTERVENTION (Including Referral to Interventionist and/or Student Services)**
- **PARENT NOTIFICATION/CONFERENCE**
- **CORPORAL PUNISHMENT**
- **SUPERVISED PLAN FOR CORRECTION OF MISBEHAVIOR**
- **SUPERVISED WORK/CLEAN-UP PROGRAM**
- **DETENTION**
- **IN SCHOOL SUSPENSION (ISS)**
- **SATURDAY SCHOOL**
- **SHORT TERM BUS SUSPENSION (1-3 DAYS)**
- **OTHER REASONABLE CONSEQUENCES DEEMED APPROPRIATE BY ADMINISTRATION**

CLASS II: INTERMEDIATE OFFENSES

2.00 DEFIANCE OF AUTHORITY - Any verbal or nonverbal refusal to comply with a lawful and reasonable direction or order of a school board employee; non-compliance with the ECS Code of Conduct.

2.01 POSSESSION AND/OR USE OF TOBACCO PRODUCTS, INCLUDING LIGHTERS, MATCHES, ELECTRONIC CIGARETTES, VAPES, AND OTHER SIMILAR/RELATED PRODUCTS

Smoking/Tobacco/Vape Policy

Smoking and the use of tobacco and/or vape products on school property are prohibited by state and federal law. Smoking and the use or possession of any tobacco/vape products, or related items (i.e., lighters, matches, e-cigarettes, vapes, pods, and other similar/related products) will not be allowed at any time on any Enterprise City School campus, on school buses, or at any school-sponsored functions. Tobacco/vape offenses and the consequences associated with such infractions will not start over at the beginning of each year. School consequences are listed in the chart below. An additional consequence for possession of vape products, and in compliance with Alabama law (ACT 2025-403), the student is mandated to attend and successfully complete the Vaping Awareness, Education, and Prevention Class established by the Drug Education Council. Distribution or sale of nicotine/vape products on campus could result in a recommendation of expulsion.

Any products containing only CBD will follow the Tobacco policy consequences. For items containing THC, please refer to 3.01.

Any and all vapes/e-cigs will be turned over to the Enterprise Police Department and confiscated.

The following procedures will be used in order to enforce the smoking-tobacco policy (see board policy).

Tobacco Offense	Consequence
1st offense	3 days OSS
2nd offense	5 days OSS
3rd offense	45 days TAP
Subsequent offense	May result in lengthier OSS, TAP placement, or Expulsion

2.02 FIGHTING - Physical conflict between two individuals. Legal authorities may be notified if necessary.

2.03 VANDALISM - Intentional and deliberate action resulting in the potential for injury or damages of less than $200.00 to public property or the real estate or personal property of another. Restitution for ECS property will be required. *Vandalism resulting in injury to another person is a Class III offense.*

2.04 THEFT - The intentional taking and/or carrying away of property belonging to or in the lawful possession or custody of another. Restitution will be required for theft of property.

2.05 POSSESSION OF STOLEN OR LOST PROPERTY

2.06 TRESPASSING - Willfully entering or remaining in any Enterprise City Board of Education structure, school buses, or on Enterprise City School property without being authorized, licensed, or invited; or having been authorized, licensed, or invited, is warned by an authorized person to depart and refuses to do so.

2.07 POSSESSION/USE OF FIREWORKS, FIRECRACKERS, STINK BOMBS, OR OTHER SIMILAR DEVICES

2.08 FAILURE TO SERVE SCHOOL-BASED DISCIPLINE ASSIGNMENT SUCH AS DETENTION, SATURDAY SCHOOL, ETC.

2.09 USE OF PROFANE OR OBSCENE LANGUAGE OR GESTURES

2.10 LEAVING SCHOOL GROUNDS WITHOUT PERMISSION/SKIPPING - Not reporting to school or class for a day or portion thereof.

Offense	Consequence
1st Offense	1 day ISS
2nd Offense	3 days ISS
3rd Offense	5 days ISS
4th Offense	15 days TAP
5th Offense	45 days TAP

2.11 DISRESPECT - Any verbal or nonverbal conduct of a rude or discourteous nature directed toward a school board employee or another adult at the school.

2.12 FALSE INFORMATION - Intentionally providing false information to a School Board employee including giving false student information or concealment of information directly relating to school business. Intentionally providing false or misleading information or withholding information regarding a school investigation. Submitting false/forged documents, including but not limited to absence excuses, tardy slips, excuse slips, report cards, hall passes, field trip forms, notes from parents or guardians, or any other material required by the school. Forgery of medical excuses will result in a 5-day ISS assignment on the first occurrence. Doctors have the right to prosecute. Further forgeries will result in a long-term TAP assignment.

2.13 UNAUTHORIZED ORGANIZATION - Participation at school or school-sponsored activities in, with or related to unapproved, prohibited or secret groups, gangs, clubs or sororities which exhibit or promote drug use, violence, criminal or disruptive behavior. Prohibited activity shall also include, but not limited to, wearing clothing or other attire which has an identifiable name or identifying sign or symbol of a gang.

2.14 HARASSMENT, VIOLENCE AND THREATS OF VIOLENCE, & BULLYING- as defined in Enterprise City Board of Education Policy manual (see 6.25.2)

2.15 VERBAL ABUSE - Speech or other expression which insults, degrades, demeans, or stigmatizes others.

2.16 THE WEARING OF CLOTHING, POSSESSION OF WRITINGS OR DRAWINGS, OR THE USE OF GESTURES OR SIGNALS WHICH INDICATE GANG AFFILIATION

2.17 ANY VIOLATION OF THE TECHNOLOGY ACCEPTABLE USE AGREEMENT

2.18 POSSESSION OF OBSCENE, PORNOGRAPHIC, OR SEXUALLY EXPLICIT MATERIAL

2.19 ACADEMIC DISHONESTY – Unauthorized copying or sharing another's work; using unauthorized materials on quizzes/tests, etc.; unauthorized sharing of material through the use of electronic devices is academic dishonesty. An administrator must be notified regarding all acts of academic dishonesty and will determine consequences.

2.20 GAMBLING - Any participation in unauthorized games of chance or unauthorized possession of items used in games of chance

2.21 CLASS II BUS SAFETY INFRACTION

2.22 DISRUPTIVE BEHAVIOR - Any act which disrupts the orderly conduct of the school learning environment or a school function or poses a threat to the health, safety and/or welfare of students, staff or others.

2.23 ACTUAL AND INTENTIONAL PHYSICAL AGGRESSION

2.24 MULTIPLE OR CONTINUOUS CLASS I OFFENSES – Pattern of non-compliance with Code of Conduct

2.25 INCITING, PROMOTING, PUBLICIZING, OR PARTICIPATING IN A STUDENT DISORDER – Leading, encouraging, or assisting in disruptions to the school environment that do not result in damage of private or public property or personal injury to participants or others.

2.26 EXCESSIVE OR REPEATED INAPPROPRIATE DISPLAY OF AFFECTION OR PHYSICAL CONTACT.

2.27 ANY OTHER VIOLATION WHICH THE PRINCIPAL MAY DEEM FALLS IN THIS CLASS

2.28 MINOR PHYSICAL CONFLICT- Any physical conflict that is not deemed fighting.

2.29 INSTIGATING CONFLICT BETWEEN OTHER STUDENTS. The deliberate attempt to incite or provoke a physical conflict or a verbal altercation between individuals.

DISCIPLINARY OPTIONS DEEMED APPROPRIATE BY THE ADMINISTRATION (not ranked in order and can be combined):

- **ADMINISTRATIVE INTERVENTION**
- **PARENT NOTIFICATION/CONFERENCE**
- **CORPORAL PUNISHMENT**
- **SUPERVISED PLAN FOR CORRECTION OF MISBEHAVIOR**
- **SUPERVISED WORK/CLEAN-UP PROGRAM**
- **REQUIRED PARENT CONFERENCE**
- **IN SCHOOL SUSPENSION (ISS)**
- **LONG TERM ISS/ALTERNATIVE CLASS**
- **OUT OF SCHOOL SUSPENSION (OSS)**
- **EXTENDED OR PERMANENT BUS SUSPENSION**
- **RESTITUTION FOR ECS PROPERTY**
- **REVOCATION OF PARKING PRIVILEGES**
- **TEMPORARY ALTERNATIVE PLACEMENT (TAP)**
- **RECOMMENDATION FOR EXPULSION**
- **OTHER REASONABLE CONSEQUENCE DEEMED APPROPRIATE BY THE ADMINISTRATION**

CLASS III: MAJOR OFFENSES

3.00 ALCOHOL – Unauthorized possession, transfer, use or sale of alcoholic beverages; intent to use, buy, or sell alcoholic beverages; being under the influence of alcoholic beverages.

3.01 DRUGS/DRUG PARAPHERNALIA – Unauthorized possession, transfer, use or sale of drugs or drug paraphernalia; intent to use, buy, or sell drugs/drug paraphernalia; being under the influence of drugs. “Drugs” also includes all illegal controlled substances, synthetic drugs, prescription drugs, and over-the-counter medications. Possession of any other substance which might create a hazard to the user’s health or safety or the health or safety of another including any items containing HHC

Delta/THC/DELTA is prohibited and considered a Class 3 drug offense.

Procedures:

A. First offense use or possession of a controlled substance, to include alcohol, shall result in the student being assigned to a minimum of 45 days in TAP (Temporary Alternative Placement) or possible expulsion. Law enforcement authorities will be notified and the student may be subject to arrest.
B. Second offense use or possession of a controlled substance, to include alcohol, during a student's tenure within Enterprise City Schools shall result in a recommendation for expulsion of the offending student (under provisions of Policy Expulsion, 6.20). Law enforcement authorities will be notified and the student may be subject to arrest.
C. First offense selling of a controlled substance, to include alcohol, shall result in a recommendation for expulsion of the offending student (under provisions of Policy Expulsion, 6.20). Law enforcement authorities will be notified and the student may be subject to arrest.

CODE OF ALABAMA
16-1-10, 16-1-24.1, 16-11-9, 16-12-3

3.02 **ARSON** – The burning of any part of a building or its contents and/or other school property or the property of a person on school grounds or school buses.

3.03 **ASSAULT UPON A SCHOOL BOARD EMPLOYEE**– Any physical aggression, gestures of physical aggression, touching or striking of a school board employee against his/her will or the intentional causing of bodily harm to a school board employee.

3.04 **ROBBERY** – Taking money or other property from a person by force and/or intimidation

3.05 **THEFT/LARCENY**– The intentional taking and/or carrying away of property belonging to or in the lawful possession or custody of another. Restitution will be required for theft/larceny.
A student who is caught stealing will be suspended from school for a period of up to ten school days. Repeated offenses of stealing will result in a 45-day period in long-term TAP or recommendation for expulsion.
A person whose property is stolen may contact the police and bring charges by signing a warrant. If the property stolen belongs to the school, the administrators will contact the police and sign a warrant against the guilty person or persons.

3.06 **AGGRAVATED MISCHIEF** – Willful and malicious injury or serious damage to public property, or to real or personal property belonging to another. Restitution will be required for ECS property.

3.07 **ILLEGAL SCHOOL ENTRY –** Breaking, entering or remaining in a CJHS structure or vehicles without permission or justification during the hours the premises are closed to the public.

3.08 **POSSESSION OF FIREARMS** – Discharge, possession, transfer, or sale of any gun or any firearm or any device which will, or is designed to, or may readily be converted to expel a projectile; the frame silencer; any similar destructive device. **Using a firearm facsimile in a manner which is perceived as threatening or capable of inflicting physical harm.** A firearm is defined under the Unlawful Conduct section of the Code of Student Conduct.

Al Code 16-1-24.3 – 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…

3.09 **POSSESSION OR USE OF A KNIFE -** Possession of a knife including but not limited to pocket knives, switchblades, hunting knives, razor blades, or box cutters. Possession of any knife or other object which is used in a threatening manner and which is perceived by the individual

being threatened as capable of inflicting physical harm. Possession of any fixed blade knives is subject to expulsion or 45 days at TAP. Any folding knives over 3" of blade length will result in 45 days at TAP. Folding knives with a blade length less than 3" will result in 5 days of ISS. Any 2nd offenses for possessions of a folding knife with a blade length less than 3" will result in 45 days of TAP. Any 3rd offense will result in the recommendation for expulsion**.**

3.10 POSSESSION OR USE OF PROHIBITED OBJECTS - Possession or use of any prohibited weapon, other than a firearm (including, but not limited to, ammunition, a starter gun, "BB" gun, pellet gun, paintball gun/marker, or airsoft), metallic knuckles, tear gas gun, chemical weapon or device, martial arts weapon, projectile device including, but not limited to, slingshot, crossbow, Taser, or any other similar object; possession, fabrication, or use of any other object that can be used as a weapon or dangerous instrument.

In reference to 3.09 and 3.10, students who bring such articles to school and/or are guilty of using or threatening the use of such articles will be subject to suspension from school for a period of up to ten school days or an expulsion recommendation as required by board policy, state and federal law (see board policy). Games or activities involving such weapons are not allowed.

3.11 THREATS – Any such communication(s) which does interrupt OR has the potential of interrupting the educational environment.

3.12 EXPLOSIVES – Preparing, possessing, or igniting on School Board property, explosives (including live projectiles) which have the potential to cause bodily injury or property damage.

3.13 POSSESSION OF FIREARMS FACSIMILES - Discharge, possession, transfer, or sale of any facsimile or toy-type replica of a firearm or any other item resembling a firearm.

3.14 SEXUAL OR LEWD ACTS – Acts of a sexual or lewd nature including, but not limited to, sexual assault, intercourse, attempted rape, rape, or indecent exposure. Any sex or sexual act on campus will result in up to 45 days at TAP and/or a recommendation for expulsion from the ECS system.

3.15 ASSAULT UPON STUDENT OR OTHER PERSON – Intentionally striking another student or other person against the will of the other student.

3.16 AGGRAVATED ASSAULT – Intentionally causing bodily harm, disability, or permanent disfigurement; use of a weapon or other instrument causing physical harm.

3.17 UNJUSTIFIED ACTIVATION OF AN ALARM SYSTEM - Tampering with the safety devices, alarms, and equipment will be dealt with as a disciplinary matter. Students violating and interfering with safety and emergency matters will be subject to suspension. Expulsion will be recommended in cases that are life threatening or cause property damage. Legal authorities may be notified if necessary and may result in arrest.

3.18 ANY OTHER OFFENSE, WHICH IS REASONABLY LIKELY TO CAUSE HARM TO PERSON OR PROPERTY OR SERIOUSLY DISRUPT THE EDUCATIONAL PROCESS.

3.19 AGGRAVATED HARASSMENT, VIOLENCE AND THREATS OF VIOLENCE - as defined in the Enterprise City School Board of Education Policy Manual (6.25)

3.20 THREATS TO EXTORT - Any communication maliciously threatening an injury to the person, property or reputation of another, with the intent to extort money or any pecuniary advantage whatsoever; or with the intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against his/her will.

3.21 EXTORTION – Compelling someone to do an act or refrain from doing an act against his/her will.

3.22 INCITING, PROMOTING, PUBLICIZING, OR PARTICIPATING IN A MAJOR

STUDENT DISORDER – Leading, encouraging, or assisting in disruptions which result in destruction or damage of private or public property or personal injury to participants or others.

3.23 UNAUTHORIZED USE OF A COMPUTER OR COMPUTER SYSTEM WHICH RESULTS IN, BUT IS NOT LIMITED TO, THE FOLLOWING:

a. Unauthorized access to a computer system resulting in data modification or disclosure of restricted information.
b. Computer usage or tampering which causes a major disruption in the educational administrative process. Student must also pay restitution for the cost of repairs.
c. Distribution of restricted computer passwords.
d. Unauthorized access to computer sites.
e. Other computer violations as defined by the school administration. *(*See *Acceptable Use Agreement)*

3.24 REFUSAL BY STUDENTS TO HONOR THE REASONABLE REQUEST MADE BY BOARD EMPLOYEES OR DESIGNEES

3.25 LIGHTING OR OTHERWISE DISCHARGING FIREWORKS, FIRECRACKERS, OR ACTIVATING STINK BOMBS, OR OTHER SIMILAR DEVICES

3.26 DIRECTING OBSCENE OR PROFANE LANGUAGE OR GESTURES TOWARD A SCHOOL BOARD EMPLOYEE OR ANY OTHER ADULT AT THE SCHOOL

3.27 HAZING AT SCHOOL OR AT SCHOOL SANCTIONED EVENTS, WHICH IS DEFINED AS FOLLOWS:

a. Any willful action taken or situation created which recklessly or intentionally endangers the mental or physical health of any student.
b. Any willful act by any person alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise or maim or to do or seriously offer, threaten or attempt to do physical violence to any student of any educational institution or any assault upon any such student made for the purpose of committing any of the acts or producing any of the results to such student as defined herein.

3.28 DISPLAY OR DISTRIBUTION OF OBSCENE, PORNOGRAPHIC, OR SEXUALLY EXPLICIT MATERIAL – Including having this material visible where others can intentionally or unintentionally see it.

3.29 IMITATION CONTROLLED SUBSTANCES – Unauthorized possession, transfer, use or sale of a substance other than a drug, which, by dosage unit, appearance (including color, size, shape, and markings), and/or by representations made, would lead a reasonable person to believe that the substance is a controlled substance.

3.30 CLASS 3 BUS SAFETY INFRACTION - ANY ACT ON A SCHOOL BUS THAT HAS THE POTENTIAL TO CAUSE HARM TO THE PASSENGERS, DRIVER, OR PROPERTY SURROUNDING THE BUS

3.31 MULTIPLE/ CONTINUOUS CLASS II OFFENSES

3.32 SEXUAL HARASSMENT INCLUDING, BUT NOT LIMITED TO THE FOLLOWING: OFFENSIVE TOUCHING WITH SEXUAL CONNOTATIONS, WRITTEN OR VERBAL PROPOSITIONS, ENGAGEMENT IN SEXUAL ACTS, USE OF OBSCENE MANIFESTATIONS (VERBAL, WRITTEN, GESTURE) TOWARD ANOTHER PERSON INCLUDING INTENTIONAL INDECENT EXPOSURE OF ANOTHER INDIVIDUAL

3.33 CONTINUED ACTIVITIES THAT INDICATE GANG INVOLVEMENT AND WHICH CAUSE DISRUPTION ON THE SCHOOL CAMPUS, THE SCHOOL BUS, AND/OR SCHOOL-SPONSORED ACTIVITIES

3.34 **FIGHTING** – Serious physical conflict between at least two individuals where one or more individuals sustains injury and/or causes serious disruption to the school environment (See 3.15, 3.16, 3.22.)

3.35 **PROVIDING FALSE INFORMATION OR WITHHOLDING INFORMATION THAT SERIOUSLY COMPROMISES A SCHOOL INVESTIGATION AND/OR HAS THE POTENTIAL TO COMPROMISE THE SAFETY OF ANOTHER INDIVIDUAL.** Intentionally providing false information including, but not limited to forgery of parents/guardians' names, changing grades, forging notes, medical excuses, passes, or any type form will result in disciplinary action.

3.36 **USE OF A DEVICE FOR THE PURPOSE OF HARASSMENT/BULLYING THAT DISRUPTS THE SCHOOL ENVIRONMENT TO INCLUDE THE FOLLOWING:**

a. Recording/posting/re-posting/sharing an incident such as recordings/pictures of fights; recordings/pictures of students/faculty; recording/pictures of any violation of school board policy. Legal authorities may be notified.
b. Using Artificial Intelligence to harass, bully, or create harmful content (e.g. deep fakes, offensive materials)
c. These infractions and the consequences associated with such infractions will not start over at the beginning of each school year.

3.37 **ANY OTHER VIOLATION WHICH THE PRINCIPAL MAY DEEM UNREASONABLE AND LINKS TO THIS CLASS**

DISCIPLINARY OPTIONS DEEMED APPROPRIATE BY THE ADMINISTRATION (not ranked in order and can be combined)

<u>REQUIRED FOR ALL CLASS III DISPOSITIONS –Parent/Guardian notification</u> <u>and face-to-face parent/guardian conference in addition to one or more</u> of the following dispositions:

- **OUT OF SCHOOL SUSPENSION (OSS)**
- **ALTERNATIVE SCHOOL PLACEMENT (TAP)**
- **RECOMMENDATION FOR LONG TERM OUT OF SCHOOL SUSPENSION**
- **RECOMMENDATION FOR EXPULSION**
- **PERMANENT REMOVAL FROM SCHOOL BUS**
- **RESTITUTION FOR ECS PROPERTY - in addition to other consequence(s)**
- **REVOCATION OF SCHOOL-RELATED ACTIVITIES/EVENTS**
- **OTHER REASONABLE CONSEQUENCE DEEMED APPROPRIATE BY THE ADMINISTRATION (i.e. contact the authorities)**

<u>STUDENT DRUG TESTING</u>

The Board reserves the right to require any student who participates in extracurricular competitive programs or activities to submit to sobriety tests or screening for illegal drugs or controlled substances prior to, during, or following a competitive event, practice, competition, or at any other time while the student is under the supervision of the school system. Such testing or screening may also be performed whenever a school official observes or is made aware of circumstances that provide reasonable suspicion or belief that the student has used alcohol, illegal drugs, or other substances in violation of the Board's substance abuse policies. All such testing or screening will be performed in accordance with local, state and federal laws and procedures that are developed by the Superintendent for approval by the Board. See Board Policy 6.24.

DISCIPLINE AND STUDENTS WITH DISABILITIES

Students with disabilities, as defined by I.D.E.A. and the Americans with Disabilities Act, shall be subject to imposition of reasonable disciplinary measures in maintaining order and harmony and in providing an atmosphere conducive to learning for all students. However, disciplinary decisions affecting disabled students shall be made with reference to and in compliance with state and federal laws, rules, and regulations governing disciplinary practices and procedures. The following factors shall also be considered in determining disciplinary measures for students with disabilities:

a. the nature of the student's disabling condition and the appropriateness of the discipline contemplated in light of that condition;
b. the student's Individual Education Program (IEP);
c. the cause or causes of the disciplinary problem;
d. the disciplinary history of the student;
e. the student's behavior intervention plan, if applicable;
f. the availability and advisability of alternative disciplinary responses to traditional ones;
g. recommendations, if any, from teachers and appropriate special education staff;
h. environmental and other circumstances ordinarily taken into account in determining appropriate discipline for non-disabled students.

Threat Assessment Protocol

The purpose of this protocol is to establish a procedure for members of the Enterprise School System and community to work together to recognize and assess threats of violence in a school setting and, if possible, to prevent acts of violence from occurring. The protocol is intended to help school administrators and law enforcement officials identify credible threats of violence, establish procedures for addressing them, and develop guidelines for follow-up once a threat has occurred.

Threatened Act of Violence**:** Any threat or action that suggests the possibility that serious physical injury or death may be caused to another.

Procedure: The following procedure is separated into several sections to highlight the responsibilities of different members of the school community.

1. Any student, parent or guardian, or school staff member, upon receiving information that a person is threatening to commit an act of violence, shall:
   - Assume the threat is serious
   - Immediately report the threat to a school administrator or law enforcement officer
   - Take measures to preserve the evidence
   - Be available and cooperative in providing a statement of information, with the understanding that the information source will remain anonymous to the greatest extent possible.

2. Any school administrator, upon receiving information that a person is threatening to commit an act of violence, shall:
   - Assume the threat is serious
   - Arrange for threat assessment interviews to be conducted using the Behavioral Threat Assessment Management Team (BTAM).

3. The SRO/police officer, upon receiving information that a person is threatening to commit an act of

violence or upon notification from a school administrator that a threat to commit an act of violence has occurred, shall:

- Assume the threat is serious and take action to secure and protect the school and potential target
- Immediately notify a school administrator and provide complete information
- Work with the school administrator to make arrangements for the threat assessment interviews to be completed

Threat Assessment Interviews: The primary purpose of the interviews are to engage in an assessment of the available information in an attempt to determine the veracity of the threat in order to decide what level of follow-up action is needed and appropriate.

- The school administrator will make arrangements for the threat assessment interview to be conducted at the time of the threat or as closely to the time of the threat as possible.
- Administrators will work with law enforcement personnel to determine an appropriate time to conduct the assessment if law enforcement determines there is need/cause for immediate removal of the student from the school campus.

Once the BTAM team completes the assessment, the school administrator and SRO will follow standard procedures regarding disciplinary actions for the student, notification of the parent, etc. Enterprise City Schools will cooperate with law enforcement and diligently seek consequences up to criminal prosecution for any incident involving threats of violence where deemed necessary.

If the result of the threat assessment indicates that the threat is not credible, the administration will determine if any further action is necessary and contact the parents/guardians of the students involved in the incident.

RESTRAINT & SECLUSION NOTIFICATION AND PROCEDURES

Procedures for Implementing Alabama Rule Seclusion and Restraint of all Students

The Enterprise City Board of Education requires that all schools and programs within the school system comply with the State Board of Education Rule §290-3-1-.02(l)(f) in the Alabama Code regarding "seclusion" or "restraint", as those terms are defined within the rule.

1. Definitions from Alabama Code:

Chemical Restraint refers to any medication that is used to control violent physical behavior or restrict the student's freedom of movement that is not a prescribed treatment for the student.

Physical Restraint is direct physical contact from an adult that prevents or significantly restricts a student's movement. The term "physical restraint" does not include mechanical restraint or chemical restraint. Additionally, physical restraint does not include: providing limited physical contact and/or redirection to promote student safety or prevent self- injurious behavior, providing physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to a location, providing comfort, or providing limited physical contact as reasonably needed to prevent imminent destruction to school or another person's property.
Physical Restraint that restricts the flow of air to the student's lungs, including any method (face-down, face-up, or on your side) of physical restraint in which physical pressure is applied to the student's body that restricts the flow of air into the student's lungs, is prohibited in Alabama public schools and educational programs.

Mechanical Restraint, the use of any device or material attached to or adjacent to a student's body that is intended to restrict the normal freedom of movement and which cannot be easily removed by the student, is prohibited. The term does not include an adaptive or protective device recommended by a physician or therapist when used as recommended by the physician or therapist to promote normative body positioning and physical functioning and/or to prevent self-injurious behavior. The term also does not include seatbelts and other safety equipment when used to secure students during transportation.

Seclusion, a procedure that isolates and confines the student in a separate, locked area until he or she is no longer an immediate danger to himself/herself or others, is prohibited. The seclusion occurs in a specifically constructed or designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving. Seclusion does not include situations in which a staff member trained in the use of de-escalation techniques or restraint is physically present in the same unlocked room as the student, time-out as defined below, in-school suspension, detention, or a student-requested break in a different location in the room or in a separate room.

Time-out refers to a behavioral intervention in which the student is temporarily removed from the learning activity. Time-out is appropriately used when: (1) The non-locking setting used for time-out is appropriately lighted, ventilated, and heated or cooled; (2) The duration of the time-out is reasonable in light of the purpose of the time-out and the age of the student, but should not exceed 45 minutes per time-out; (3) The student is reasonably monitored by an attending adult who is in reasonable physical proximity of the student and his sight of the student while in time-out; and (4) The time-out space is free of objects that unreasonably expose the student or others to harm.

2. Requirements of the Seclusion and Restraint Rule:

The use of physical restraint is prohibited in Alabama public schools and educational programs **except** in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. Notwithstanding the foregoing, physical restraint is prohibited in Alabama public schools and educational programs when used as a form of discipline or punishment or as a means to obtain compliance.

All physical restraint must be immediately terminated when the student is no longer an immediate danger to himself or others or if the student is observed to be in severe distress.

SEARCHES

Search of Property

Any school property, including electronic devices, desks, lockers, etc. may be searched by school administrators or designee at any time during the school day or during any school-sponsored function or event. These visits may be unannounced to anyone except the local Superintendent and building principal. Students' property such as backpacks, handbags, automobiles, electronic devices, etc., may be entered and searched by school administrators/designee whenever there is reasonable belief that some substance or material is contained therein which is illegal, harmful to the safety of students, or significantly disruptive to the overall discipline of the school or is evidence of a crime or violation of this code. Any items which are specifically prohibited by law or by Board policy may be impounded by school administrators/designee.

Such prohibited items shall include, but not be limited to, the following: (1) knives of any size or type, including pocket knives, (2) other weapons, (3) tobacco, (4) drugs or drug paraphernalia of any sort, (5) alcoholic beverages, (6) pornographic material, (7) property that is alleged to belong to another party, and (8) improperly utilized electronic devices (i.e., phones, iPads, etc.).
Law enforcement agencies are allowed to make periodic, unannounced visits to any local school for the purpose of detecting the presence of illegal drugs or other justifiable reasons.

Use of Trained Police Dogs and Metal Detectors
School officials have the legal authority to use metal detectors and trained police dogs to enforce School Board policies or school rules relating to searches, drugs, weapons, explosives, and other lethal objects that are not permitted at school and school-related activities.

Search of a Student's Person
When reasonable suspicion exists, an administrator or designee has the authority to conduct a search of a student's person, including the check of coats, jackets, and other outerwear, shirt and pants pockets, purses and wallets, shoes, caps and hats, and other such items. An appropriate law enforcement officer may be called to conduct the search of a student's person when an administrator has reasonable suspicion that the student is in possession of contraband, other items harmful to the health and safety of students and staff, or evidence of a crime or a violation of this code. The search shall be conducted in private by the police officer and in the presence of a school administrator or by a school administrator with another school employee present. Should items which are illegal or contrary to Board policy be found, the board's discipline process will be followed. Failure to submit to a reasonable search may result in further disciplinary action to include recommendation for expulsion.

UNLAWFUL CONDUCT
Misconduct which violates local, state, or federal laws and which occurs at school, on a school bus, or at a school-sponsored activity may result in notification of the appropriate law enforcement agency. The Board reserves the right to file charges and to prosecute students engaged in conduct which violates local, state, or federal laws. If a student is arrested and charged with a felony or with a drug, alcohol, or weapons related misdemeanor, the school's disciplinary procedure, up to and including expulsion, may be implemented. This applies even when the incident leading to the arrest is not school-related.

Unless otherwise modified in connection with Alabama Code 16-1-24.3, the Superintendent will recommend 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.

Firearms, as defined by Alabama State Department of Education Prevention and Support Services, is as follows: A firearm is any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapons, any firearm muffler, or firearm silencer, any destructive device; or any machine gun. A destructive device is any bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing some type of explosive that is designed to explode and is capable of causing bodily harm or property damage. This includes firearms of any kind (loaded or unloaded). Also included to but is not limited to: hand, zip, pistol, rifle, shotgun, starter gun, flare gun.

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)

DISCIPLINE CONSEQUENCES APPLIED

Students who withdraw from Enterprise City Schools while under review for a Class II or Class III offense will assume this review should he/she choose to re-enter any Enterprise City school in the future. Upon re-entry to any Enterprise City, pending disciplinary consequences will be enforced.

If a student with pending disciplinary action transfers into an Enterprise City school after making a bonafide move, the recommendation for disciplinary actions from the former school will be applied at the discretion of the hearing officer and local school administration.

DRESS CODE

The Enterprise City Board of Education recognizes the effect which student dress and grooming have upon student behavior and commitment to learning. It further recognizes the role of parents in assisting their children in making appropriate choices regarding clothing, accessories, and personal appearance. In order to maintain an atmosphere conducive to learning, the Board requires that all students exercise good taste with regard to their personal appearance. **Attire considered disruptive or that seriously distracts from the learning environment or that could present a health or safety problem is not appropriate. At any time, the administration has the authority to limit or adjust what can be worn.**
With this in mind, the following rules concerning dress and grooming are mandatory for all students attending Enterprise City Schools. Students who fail to follow these rules will be subject to disciplinary action.

1. Any clothing, appearance, or personal hygiene and grooming practices that draw an inordinate amount of attention to the individual student are considered inappropriate for school. The dress of any student must not interfere with the educational process of any Enterprise City School.
2. Students are to wear clothing in the manner it was designed to be worn, i.e., clothing worn backward or inside-out, is not allowed. Specifically, pants, worn too low (lowriders), too long, or excessively large or tight are not permitted. All pants (including shorts and skirts) will be worn at the natural waist level.
3. Students are not to wear clothing that reveals the body in an inappropriate manner. (Examples: clothing which is form fitting, too tight, too short, bare at the midriff when arms are fully extended above the student's head, bare at the sides, sun dresses, "spaghetti strap" type tops, off-the-shoulder tops, tank tops, razor-back tops, low-cut front or backless tops, sheer or see-through clothing, etc.). Undergarments should be worn in an appropriate manner and should not be visible. All straps on female tops must be a minimum of 2 inches wide. Sleeveless shirts or tops for male students are prohibited. Pajama style pants are not allowed.

4. Leggings (including those with sheer cutouts) are not considered pants and must be covered with appropriate clothing that completely covers the buttocks and remains the same length in the front.
5. Holes in jeans/pants must be covered if above the longest fingertip, or students must wear leggings underneath.
6. Length of shorts (both male or female), dresses, skirts, etc., is required to be the length of the longest fingertip.
7. Students are not to wear jewelry, ornaments, or accessories which may pose a safety risk/hazard (examples: excessively large or noisy jewelry, capes, flags).
8. T-shirts or any other type of clothing or personal item with incongruous messages (examples: bearing a reference to alcoholic beverages, tobacco products, gang connections, drugs and/or drug-related slogans, weapons, etc.) are not permitted.
9. During the school day, students are not to wear caps, hats, bandannas, or other headwear which completely covers the head (ex. Hoodie pulled up over head, ski hat, etc.). Sunglasses may not be worn unless prescribed by a physician.
10. Students are required to wear appropriate shoes to school at all times. Bedroom shoes/house slippers are not allowed.
11. Outerwear such as trench coats and gloves should not be worn inside the building.

Discipline for Dress Code Violations

Dress Violation	Consequence
*1st Offense	Warning. Take up caps, etc.
2nd Offense	2 licks or 2 hours detention after school Structured Day
3rd Offense	ISS - 1 day
4th Offense	ISS - 2 days
5th Offense	ISS – 3 days
Additional Offenses	Additional days in ISS, OSS, or TAP

Students will be sent home when corrections cannot be made at school. Time missed from class for corrections will be coded UA.

Student Related Organizations
While they are on school property or at any school sponsored events of Coppinville Junior High School, students are prohibited from participating in and/or recruiting membership for any club or organization which has not been approved through the principal's office. Only approved school organizations may wear club insignias, logos, clothing, and exhibit club signs, language, and materials.

BUS TRANSPORTATION

Each transported student has the right to a safe and enjoyable ride to and from school, 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:

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
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 an administrator. 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), and/or 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 Consequences

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/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 without 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 Consequences

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

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.**

SAFE AND DRUG FREE SCHOOLS
Enterprise City Schools is committed to providing a learning environment free from alcohol, drugs, controlled substances and weapons. The Code of Conduct includes serious consequences for those who violate its provisions relating to drugs, alcohol, controlled substances and weapons. The possession, use, sale, attempted sale, attempted possession or any other involvement with tobacco, drugs, alcohol, controlled substances, or dangerous instruments/weapons will not be tolerated and will subject the violating individual to immediate disciplinary action up to and including expulsions for students. Such prohibition applies not only to firearms, guns, deadly weapons or dangerous instruments carried by a person, but extends also to said prohibited items in automobiles, personal items such as purses or backpacks, or otherwise in the actual possession of any person. Any violations regarding firearms will result in involvement by appropriate law enforcement authorities and may also result in expulsion from the school system.

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 system 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 drop out 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)

Theft of lost property – 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.

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.

SEXUAL HARASSMENT

Prohibited Conduct

Students shall not engage in conduct constituting sexual harassment as defined hereafter. Sexual harassment, whether between students or between a student and an employee, is illegal and will not be tolerated. Administrators will investigate all allegations of sexual harassment and take appropriate action against students who engage in sexual harassment. Sanctions against students for violation of this policy may include verbal or written warning, suspension, or expulsion.

Definition

Sexual harassment is defined to include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when the advances, requests, or conduct have the effect of interfering with performance of school-related activities or creating an intimidating, hostile, or otherwise offensive environment in or about the school or school facility.

Complaint Procedure

A student who believes he or she has been or is being subjected to any form of sexual harassment shall immediately report the matter to the school counselor, principal, or the Superintendent. A student's request to make his or her report of sexual harassment to someone of the same sex as the student shall be granted.

No student alleging sexual harassment shall be required to present the matter to the person who is the subject of the complaint.

If the complaint is received by someone other than the school principal, the person receiving the complaint shall promptly inform the school principal. The principal shall start an immediate investigation into the matter. The custodial parent(s)/guardian of the student will be informed of the complaint. The completed investigation shall be reviewed by the Superintendent or the Superintendent's designee and legal counsel for prompt and appropriate action, if warranted. A written response to the student's complaint will be provided to the custodial parent(s)/guardian of the student and the student within forty-five (45) days of the date the student first registered the complaint. The student or the custodial parent(s)/guardian of the student may appeal the decision within ten (10) days of receipt of the decision by filing a written notice of appeal with the Superintendent. The Superintendent shall present the decision and notice of appeal to the Board at the next scheduled meeting of the Board. The Board shall make a final decision and notify the student and the custodial parent(s)/guardian of the student in writing of the Board's decision.

Protection of Complainant
No student shall be subject to adverse action for any good faith report of sexual harassment under this policy. To the fullest extent practical, all reports of sexual harassment will be kept confidential.

ANTI-HARASSMENT POLICY FOR ENTERPRISE CITY SCHOOLS
Harassment, Violence, and Threats of Violence Prohibited

No student shall engage in or be subjected to harassment, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics that have been identified by the Board in this policy. Students who violate this policy will be subject to disciplinary sanctions.

Definitions
The term "harassment" as used in this policy means a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics set forth in Section 3(b) below. To constitute harassment, a pattern of behavior may do any of the following:

- Place a student in reasonable fear of harm to his or her person or damage to his or her property.
- Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
- Have the effect of substantially disrupting or interfering with the orderly operation of the school.
- Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
- Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.
    a. The term "violence" as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
    b. The term "threat of violence" as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.

c. The term "intimidation" as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating in or taking advantage of any school program, benefit, activity or opportunity for which the student is or would be eligible.
d. The term "student" as used in this policy means a student who is enrolled in the Enterprise City school system.

Description of Behavior Expected of Students

- Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting harassment, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student; and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.
- Violence, threats of violence, harassment, and intimidation are prohibited and will be subject to disciplinary consequences and sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the victim of such conduct:

    - The student's race;
    - The student's sex;
    - The student's religion;
    - The student's national origin; or
    - The student's disability

Consequences for Violations

Graduated consequences for any violation of this policy are outlined in the Class I, Class II, and Class III sections of this Code of Student Conduct.

Reporting, Investigation, and Complaint Resolution Procedures

a. Complaints alleging violations of this policy must be made on Board approved complaint forms available at the principal and/or counselor's office. The complaint must be signed by the student alleging the violation or by the student's parent or legal guardian and delivered to the principal or the principal's designee either by mail or personal delivery. At the request of the complaining student or the student's parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally.
b. Upon receipt of the complaint, the principal or the principal's designee will, in their sole discretion, determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake an investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence and will be conducted in a reasonably prompt time period taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.

c. Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy will be subject to disciplinary sanctions as outlined in the Code of Student Conduct.
d. The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee will inform the student's parent or guardian of the report.

Promulgation of Policy and Related Procedures, Rules, and Forms

This policy and any procedures, rules, and forms developed and approved to implement the policy will be published, disseminated, and made available to students, parents and legal guardians, and employees by such means and methods as are customarily used for such purposes, including publication on the Enterprise City Schools website. Copies of the reporting form are available in the offices of each Enterprise City school.

Construction of Policy

This policy is supplemental to other Board policies and procedures and does not repeal, replace, or supersede any other prohibition on harassment, violence, threats of violence, or intimidation found elsewhere in Board policy or procedure, including the Code of Student Conduct. This policy shall not be construed to allow harassment, violence, and threats of violence or intimidation for any reason not specifically listed in this policy or to prohibit the Board from disciplining students for acts of harassment, violence, threats of violence or intimidation not specifically listed herein. Students who engage in harassment, violence, threats of violence or intimidation not specifically covered by this policy may be subject to appropriate disciplinary action in accordance with the Code of Student Conduct.

Reporting Forms

Forms to report bullying, harassment, or intimidation are available on the website of the school or in the school offices.

USE OF DIGITAL DEVICE DURING THE ADMINISTRATION OF STATE TEST

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

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

Local education agency (LEA) personnel will make all students, parents, and/or guardians aware of this prohibition through inclusion of this policy in the Student Code of Conduct Handbook and other regularly used modes of communication.

COMPUTER ACCESS AND USE BY STUDENTS

Enterprise City Schools provide a wide variety of computer 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 assigned by the network manager. All other forms of access or use are prohibited.

Violation of the following will be considered Class II offenses.

1. Students must not access or attempt to access any program, data, or user area not assigned to them.
2. Students must not install or download a computer program from any source outside the school.

Violation of the following will be considered Class III offenses.

1. 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.
2. 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.
3. Students must not modify or attempt to modify any program or data other than their own.
4. Students must not delete or attempt to delete any program or data other than their own.
5. 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.
6. Malicious attempts to harm, modify, or destroy technology resources could result in suspension, expulsion, legal action, restitution, and prosecution by authorities.

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 City 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 Docs or similar online storage.

Employees and students are prohibited from emailing outside the school system or storing/saving on external storage devices or portable devices that do not remain on campus, electronic copies of student or staff personal information. 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:

A. 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.

B. Individuals may use only accounts, files, software, and/or other technology resources that are assigned to, provided, or approved for him/her.

C. Individuals identified as a real or suspected security risk can be denied access.

D. Any use of technology resources that reduces the efficiency of use for others can be considered a violation of this Agreement.

E. 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:

A. To maintain network integrity and to ensure 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.

B. 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.

C. Users are encouraged to avoid storing personal and/or private information on technology devices or network resources owned by the system and/or school.

III. DATA SECURITY:

A. 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.

B. 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.

C. In emergency situations, student pictures or other personally identifiable information can be shared with outside agencies in accordance with this signed "Enterprise City Schools Acceptable Use Agreement" and in accordance with FERPA guidelines.

D. System 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 system Chief Technology Officer, local school Technology Coach, or local school media specialist.

A. 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, network orientation, or 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 system Chief Technology Officer.

B. Copyright is implied for all information (text, data, and graphics) published on the Internet. Student and employee web page authors will be held responsible for the contents 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, on a limited basis, for students. This agreement addresses each user. Email accounts may be granted for school related organizations or classes with designated employee sponsors. Technical support is provided for Enterprise City Schools email accounts used to conduct educational and/or instructional business.

A. 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.

B. Use of Enterprise City Schools' email accounts for harassing or threatening is strictly prohibited.

C. Enterprise City Schools' email accounts may not be used for political activity, personal gain, commercial purposes, or profit.

D. 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.

E. Enterprise City Schools' email accounts may not be used for posting or forwarding other user's personal communication without the author's consent.

F. Because email is not securely transmitted, discretion must be used when sending, or encouraging the receipt of email containing sensitive information about students, families, school system employees, or any individuals. There can be no assurance that email will be confidential and/or private.

G. There is a system-imposed limit on storage for email accounts. Users meeting or exceeding the limit will

be unable to send or receive emails. Users who are required to maintain email for more than 180 days should print said emails.

H. Incoming and outgoing email is filtered by the system 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.

I. At the discretion of the Chief Technology Officer, email accounts may be locked without notice.

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.

A. 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. Students are required to have new forms signed when changing schools or enrolling as a new student.

B. 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 website 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.

A. 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.

B. Student pictures or other personally identifiable information can be used in accordance with the signed "Enterprise City Schools Acceptable Use Agreement" 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 and/or school address, work address, home and/or school phone numbers, full name, social security number, etc.

C. Individual students may be identified by first name and first letter of last name.

D. 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 including, but not limited to, Edmodo and Moodle. System technology personnel have immediate access to online dialogue when challenges are made regarding inappropriate use if the sites 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.

System sponsored and approved teacher websites, including email, school messaging systems, and the PowerSchool parent portal, should be the primary means for electronic parent communication.

A. Remember, once something is posted on a social networking site, it may be available forever.
B. Please avoid posting comments that discuss or criticize others.
C. Only post what could be shared in a face-to-face meeting with the public - no confidential student information.
D. 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/sharing another user's password or attempting to discover another user's password
- 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.)

ACADEMIC INTEGRITY PROCEDURES FOR THE USE OF AI PROGRAMS

These procedures are designed to guide the responsible and ethical use of Artificial Intelligence (AI) programs. While AI can significantly enhance the educational experience by supporting learning and creativity, its improper use may undermine academic integrity and learning objectives.

In order to leverage AI technologies to enrich our educational environment while upholding our commitment to academic excellence and integrity, students must abide by the following:

Academic Integrity

1. **Students will ask permission before utilizing any AI programs**. All usage of AI programs in this class requires prior approval from the teacher. Before incorporating any AI tool into an assignment or activity, the student must discuss his or her intent with the teacher.

2. **Students will only use AI programs to supplement, not replace, learning.** AI programs may serve as a tool to assist understanding and creativity, but students cannot rely on it exclusively for assignments. AI programs are not a substitute for a student's own critical thinking and understanding of the subject matter.

3. **Students will correctly document the use of AI generated content**. Just as copying information from websites or other resources without giving proper credit is plagiarism, using AI-generated content without due acknowledgement or understanding is also plagiarism. Students should not represent AI-generated content as their own original work. The school does not tolerate plagiarism, regardless of whether the content is generated by AI or obtained through other means.

4. **Students will verify any work created with the assistance of AI.** Assignments or projects created with the assistance of AI are subject to review. Students may be required to verbally explain their work and the extent of AI's role in it to ensure understanding and original contribution. If a student cannot adequately represent his or her work, it will be assumed AI was utilized as a replacement for learning, and the consequences will be subject to the teacher's discretion.

5. **Students will maintain academic integrity when using AI tools.** They should not allow other students to copy or use their original work or AI-assisted work. Sharing work is against school policy. All work generated with the assistance of AI programs must be original.

6. **Students will responsibly use AI technology.** The unethical use of (AI) programs and software is not acceptable. Unethical use includes:

   - ➢ Generating assignment submissions that would be considered plagiarized.
   - ➢ Answering assessment questions.
   - ➢ Creating any work (like art, presentations, text, video, music, etc.) with the help of AI and claiming it as solely a student's own work.
   - ➢ Sharing work submissions, or AI-generated answers, or enabling others to use AI-assisted work as solely student's own work.

Consequences for Policy Violation

Violations for improper use of AI will be taken seriously and may result in disciplinary action, including but not limited to the following:

- ➢ Direct verbal or written warning
- ➢ Required meeting with teacher to demonstrate knowledge and understanding
- ➢ Assignments reverted to draft for resubmission
- ➢ Mandatory educational session on ethical AI usage
- ➢ Parent / guardian notification and / or conference
- ➢ Grade reduction on related assignment
- ➢ Failure for the related assignment
- ➢ Academic referral to administration

CELL PHONES & OTHER ELECTRONIC COMMUNICATION DEVICES FOCUS ACT

6.21 Wireless Communication Devices
Pursuant to the FOCUS Act, beginning with the 2025-2026 school year, no student shall use or operate any wireless communication device in any public elementary or secondary school building or on the grounds thereof during the instructional day. No student may possess a wireless communication device in any public elementary or secondary school building or on the grounds thereof during the instructional day unless the wireless communication device is turned off and stored off their person in a locker, car, or similar storage location.

6.21.1 Wireless Communication Devices – Wireless communication devices include, but are not limited to:
- a cellular telephone;
- a tablet computer;

● a laptop computer;
● a pager;
● a gaming device;
● a smart watch;
● any other portable electronic device that has the capability of exchanging voice, messaging, or other data communication with another electronic device. The Board is not responsible for the theft, loss, or damage to any wireless communication device brought onto campus by a student.

6.21.2 Storage of Devices – Unless one of the exceptions listed below (6.21.3) applies, wireless communication devices must be turned off and stored off the student's person in a locker, car, or a similar storage location during the instructional day, which includes:
● when school is open and in session;
● during class time, lunch, transitions between classes, and any non-instructional periods; and
● any other times students are required to do so by the Code of Student Conduct or other school rules or are instructed to do so by school staff.
The Superintendent or designee is authorized to determine appropriate storage locations for such devices at each school.

6.21.3 Prohibition on Use and Exceptions – Students cannot use, operate, or possess a wireless communication device during the instructional day except under the following limited circumstances:
● The use, operation, or possession of the wireless communication device is specifically included in the student's Individualized Education Plan (IEP), 504 Plan, or an Individualized Health Plan;
● The use, operation, or possession of a Board owned wireless communication device is for educational or learning purposes under the supervision of school personnel; and
● The use, operation, or possession occurs during an emergency threatening the life or safety of the student or another person.
The Superintendent or designee is authorized to develop additional guidelines for implementation of these exceptions.

6.21.4 Searches – School officials may read, examine, or inspect the contents of any wireless communication device upon reasonable suspicion that the device contains evidence of an actual or suspected violation of the law, of Board policy, of the Code of Student Conduct, or of other school rules, provided that the nature and extent of such examination shall be reasonably related and limited to the suspected violation.

6.21.5 Disciplinary Action – Any violations of this policy may result in disciplinary action as outlined in the Code of Student Conduct.

6.21.6 Procedures – The Superintendent or designee is authorized to develop any additional rules/procedures necessary to carry out this policy.
[Reference: Ala. Act 2025-386]

Refer to 1.08 for consequences.

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 system to the contrary in accordance with system 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 if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education 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 within two weeks of the beginning of the current school year or no later than two weeks after enrollment. Enterprise City Schools has designated the following information as directory information:

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

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.

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, they 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 POS ID number to enter into the keypad at the cashier station and the purchase will be recorded on their account. Using a student's District ID 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.

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.

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. To help us better serve your student in the healthroom, it is very important to have this form completed as soon as possible. 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. The first dose of a new medication or a change in dosage (increase or decrease) of a current medication should be given at home, with the exception of emergency medications (e.g., EpiPen injection) 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 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 and your child's physician for prescribed and OTC 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/guardian. 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 physical/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 by a physician and signed by the student's parent/guardian before any medication is administered.

9. Prescription/OTC medications must have written authorization from a licensed healthcare provider and MUST BE approved by the FDA. No prescription medication may be given without a pharmacy label (which includes the student's name, prescriber's name, name of medication, strength, dosage, time, interval, route and date of drug's discontinuation when applicable).

10. Every effort will be made to notify the parent/guardian within 30 (thirty) days of the pending expiration date of medication(s).

11. 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.

12. 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.

13. 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

Backpack Safety Guidelines

In accordance with recommendations supported by the Alabama State Department of Education, schools should be educated about the potential health impact of heavy backpacks and to take proactive measures to avoid injury.

- Backpacks should weigh no more than a maximum of 10 percent of a child's body weight
- Encourage ergonomic backpack with individualized compartments to efficiently hold books and equipment
- Encourage children to wear both shoulder straps and not sling the backpack over one shoulder
- Encourage wide padded adjustable straps that fit a child's body
- Encourage the heaviest book to be left at school and handouts or workbook be used for homework

Enterprise City Schools
SCHOOL NURSE SERVICES AND ACTIVITIES
2026-2027

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

Check Immunization Certificates
Follow-Up on all Referrals
Vision Screening
Additional Vision and Hearing Screening, Upon Referral

October – December

Teacher Referrals for vision and hearing
Follow Up on all referrals
Audit and Parent Notification of Expiring Immunizations

January – March

Follow-Up on Referrals
Teacher Referrals for vision and hearing
Scoliosis Screening

April

All Immunization Certificates checked for current updates
Scoliosis Screening
Always Changing - 5th grade

May

Ensure All Health Records Are Current
All Immunization Certificates checked for current updates
Parent Notification of Expiring Immunizations

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 class provided parent has been made aware. .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.
2. If treatment has not begun, the child will be sent home with the parent to begin treatment. The student may not ride the bus until cleared by the nurse.
3. The school nurse will check the student 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 the 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:

- o Sudden onset of a high fever
- o Stiff neck
- o Vomiting
- o Rash
- o Severe aches and pain in muscles, joints, chest or belly
- o Headache
- o Nausea
- o Increased sensitivity to light
- o Confusion

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

ENTERPRISE CITY SCHOOLS

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: _____/ _____/ _____ School: _____
Month Day Year

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 SCHOOL SYSTEM
CODE OF STUDENT CONDUCT
NOTICE OF RECEIPT

Students 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 School 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 Name (print)_____

Student Signature_____

Parent/Guardian Name(print)_____

Parent Signature_____

School (print)_____

School System Network and the Internet Agreement Form

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

Parent Signature _____ Date _____

Corporal Punishment Authorization

CIRCLE ONE OF THE FOLLOWING: **I DO (or) I DO NOT** hereby authorize the school administration to administer corporal punishment as stated within the guidelines of this student handbook.

Parent Signature_____ Date _____

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 this 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.

Student Name _____

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 at CJHS and media representatives may want to interview, photograph, submit articles about student awards or achievements of your child for use in publications, television reports, 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 _____

ENTERPRISE CITY SCHOOLS
Annual Notification Regarding
School Provided or Sponsored Mental Health Services
2026-2027

Information Regarding How to Allow, Limit, or Prevent Your Child's Participation in Mental Health Services

Under Alabama law, no student under the age of sixteen may participate in ongoing school counseling services including, but not limited to, mental health services, unless (1) the student's parent or legal guardian has submitted a written opt-in granting permission for the student to participate or (2) there is an imminent threat to the health of the student or others.

Therefore, if your child is under sixteen, they will only be allowed to participate in mental health services if you opt-in. **If you would like the school system to be able to offer and/or provide mental health services to your child, you must opt-in for each service listed for them to participate in that service.**

Even if you do not opt-in to mental health services, your child may be provided mental health services if there is an imminent threat to their health or others. School employees may determine, in their discretion, whether such imminent threat exists and provide any mental health services they deem necessary under the circumstances.

For the purposes of this notification, "mental health services" includes services, treatment, surveys, or assessments relating to mental health. However, it does not include instructional activities designed to educate students regarding topics related to mental health either contained in the school system's approved curriculum, or otherwise required to be taught by law. "On-going school counseling services" shall include those school counseling services which do not require a mental health therapist or other mental health therapeutic license.

Parents of students with disabilities: Please note that the opt-in process is not applicable to any school counseling services or "mental health services" contained in a student's IEP or §504 plan. Consent for those services will be obtained and information regarding your child's mental health services will be provided through the usual special education process.

Enterprise City Schools may provide, sponsor, or support the following services:

- **Large group guidance** - includes school counselor or professional visiting the classroom to discuss topics such as bullying, class scheduling, stress management, test anxiety or guest speakers to discuss good choices, substance abuse prevention, etc.
- **Small group guidance** - includes a small group of students with school counselor or professional to discuss topics such as test anxiety, grief, healthy coping skills, etc.
- **Mentoring** - Peer Helpers Program, S2S (Student 2 Student), etc.
- **Assessments or Surveys -** includes questionnaires provided to students related to social behaviors, feelings, etc.
- **Crisis intervention** - short-term, immediate assistance by school counselor or professional for a specific situation.
- **School-Based Mental Health** - On-going counseling services by school professionals or private practitioners in the school setting. Parent or legal guardian's permission will be obtained before services are provided.

Review of Materials - You may request to review any materials used in the student guidance and counseling programs by contacting the school principal or school counselor.

Keep at home.

ENTERPRISE CITY SCHOOLS

OPT-IN FOR MENTAL HEALTH SERVICES

2026 - 2027

1) As of the date of my signature below, my child, _____, is **UNDER THE AGE OF 16 YEARS OLD:**

___ ***YES*** (complete section 2, sign, and return to school)

___ ***NO*** (skip section 2, sign, and return to school)

For the purposes of this notification, "mental health services" includes services, treatment, surveys, or assessments relating to mental health. However, it does not include instructional activities designed to educate students regarding topics related to mental health either contained in the school system's approved curriculum, or otherwise required to be taught by law. "On-going school counseling services" shall include those school counseling services which do not require a mental health therapist or other mental health therapeutic license.

Enterprise City Schools may provide, sponsor, or support the following services.

These services DO NOT require an Opt-in by a parent/guardian:

- Large group guidance - includes school counselor or professional visiting the classroom to discuss topics such as bullying, class scheduling, stress management, test anxiety or guest speakers to discuss good choices, substance abuse prevention, etc.
- Small group guidance - includes a small group of students with school counselor or professional to discuss topics such as test anxiety, grief, healthy coping skills, etc.
- Mentoring - Peer Helpers Program, S2S (Student 2 Student), etc.
- Assessments or Surveys - includes questionnaires provided to students related to social behaviors, feelings, etc.
- Crisis intervention - short-term, immediate assistance by school counselor or professional for a specific situation.

2) If your child is under the age of 16, check YES or NO below indicating whether you give permission for mental health services to be available to your child. School-Based Mental Health includes on-going counseling services by school professionals or private practitioners in the school setting. Parent or legal guardian's permission will be obtained before services are provided.

___ ***YES*** - I give permission for mental health services to be available to my child if needed. By checking the box you ARE NOT establishing a service of on-going therapy.

___ ***NO*** - I do not give permission for mental health services to be available to my child if needed.

You may rescind permission for your student to participate in mental health services at any time by providing written notice to the school principal or school counselor.

_____	_____	_____
Parent/Guardian Name (Printed)	Date	Parent/Guardian Signature

Return completed form to the school.