

MISSION STATEMENT OF ENTERPRISE HIGH SCHOOL

It is the mission of Enterprise High School to provide for all its students the curricula, resources, and latest technology, which will enable them to pursue a wide variety of academic, career/technical, and extra-curricular goals.

Enterprise High School will provide a safe, clean, and healthy environment in which students, parents, staff, and community may work together to pursue educational excellence.

PHILOSOPHY OF ENTERPRISE HIGH SCHOOL

We are all aware that our school exists for the purpose of meeting the needs of the students of Enterprise High School. Our desire is to have a school where all students, administrators, and teachers continue to learn. If we are to accomplish this purpose, we must provide a climate in which people have freedom to make mistakes and to learn from them, where creativity is encouraged, and where ideas are not stifled whether they are from teacher, administrator, or student.

At Enterprise High School we regard education as a cooperative and creative process. At the center of the process is the student, who is the reason for the school's existence. Encouraging and supporting them is a staff dedicated to helping them, through sensitive guidance and direction, to realize their greatest potential.

Code of Values

In order to promote the sanctity of human life, foster respect for the worth and dignity of all people, and treat others as we would wish to be treated, the City of Enterprise does hereby adopt these values as guideposts by which each of us will strive to live with one another.

Each individual should:

1. Maintain a healthy body, mind, and spirit.
2. Use an open-minded, non-violent approach in problem situations.
3. Be dependable in responsibilities and honest in relationships with other people.
4. Work toward the continuous improvement of self, family, and community.
5. Respect the value of work and be satisfied only with a job well done.
6. Respect public and private property.
7. Maintain a sense of individuality while working cooperatively with others.
8. Promote a safe environment for self, family, and community.
9. Accept responsibility for helping others gain acceptance, recognition, stature, and success.
10. Develop hobbies and interests that will use leisure time to enhance the individual and the community.
11. Volunteer personal resources such as talents, time, effort, and money to improve community.
12. Respect the democratic values of free speech, free press, freedom of assembly, freedom of religion, and due process of the law.

FOREWORD

The Enterprise High School Student/Parent Guide is prepared and presented to you by representatives of the faculty, staff, students, and administration of Enterprise High School.

The guide should not be considered solely as a rule book regarding disciplinary problems, but rather as an informational booklet to help you in all aspects of student life at the school. Anytime that a large group of people have come together to live and work, it has been necessary that some rules of conduct be formulated to protect the best interests of all concerned. It is in this spirit that this book has been formulated.

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

NOTICE OF NONDISCRIMINATION

You are hereby notified that pursuant to the requirements of the Rehabilitation Act of 1973, this school district does not discriminate on the basis of handicap in any of the programs and services offered by the district. Qualified students with handicaps are entitled to be provided with regular or special education and related aids and services that are designed to meet individual education needs as adequately as the needs of nonhandicapped persons are met. You may contact the school for more information and for the name of the person or persons in the district responsible for coordination of the district's efforts to comply with this law. [CFR 104.7(a), 34 CFR 104.8(a), 34 CFR 104.33(b)]. Inquiries, complaints, or concerns regarding compliance with federal regulations may be directed to the Office of the Superintendent.
(Board Policy A1)

ASBESTOS REMOVAL

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

Major Provisions of Act 93-672

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

The law states:

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

The law further states:

Any parent, guardian, or other person having control or custody of any child enrolled in public school who fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be reported by the principal to the superintendent of education of the school system in which the suspected violation occurred. The superintendent of education or his or her designee shall report such suspected violations to the district attorney within 10 days. Any principal or superintendent of education or his or her designee intentionally failing to report such a suspected violation shall be guilty of a Class C misdemeanor.

Major Provisions of Act 93-368

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

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

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

Whenever a student seventeen (17) years of age or older withdraws from school, the principal and/or Superintendent shall notify the Department of Public Safety of the withdrawal. Withdrawal is defined as more than ten (10) consecutive or fifteen (15) days total unexcused absences during a single semester. Within five (5) days of receipt of notification from school officials, the Department of Public Safety shall send notification to the licensee that his/her driver's license or learner's license will be suspended on the thirtieth (30) day following the date of notification.

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

Act HB19-Quiet Reflection Time

Relating to the public schools; to provide a brief period of quiet reflection at the opening of the school every day in each public school classroom; and to repeal Section 16-1-20.1, Code of Alabama 1975

BE IT ENACTED BY THE LEGISLATURE OF ALABAMA:

Section 1. (A) The Legislature of Alabama finds that in the hectic society of today all too few citizens are able to experience even a moment of quiet reflection before plunging headlong into the activities of daily life. Young citizens are particularly affected by the absence of an opportunity for a moment of quiet reflection. The Legislature finds that our young, and society, as a whole, would be well served if students in the public schools were afforded a moment of quiet reflection at the beginning of each school day. (B) At the opening of school every day in each public school classroom, the teacher in charge shall conduct a brief period of quiet reflection for not more than 60 seconds with the participation of every pupil in the classroom. (C) The moment of quiet reflection authorized by subsection (b) is not intended to be and shall not be conducted as a religious service or exercise, but shall be considered an opportunity for a moment of silent reflection on the anticipated activities of the day. (D) Subsections (b) and (c) shall not prevent student initiated voluntary school prayer at school or school related events in which are nonsectarian and nonproselytizing in nature.

Section 2. All laws or parts of laws which conflict with this act are repealed, and Section 16-1-20.1 of the Code of Alabama 1975, is specifically repealed.

Section 3. This act shall become effective immediately upon its passage and approval by the Governor, or upon its otherwise becoming a law.

Pledge of Allegiance

The Pledge of Allegiance to the American Flag shall be repeated at the opening of each school day following the "quiet reflection time." The teacher in charge will supervise this activity.

Students with Disabilities & Gifted Students

The Enterprise City School System provides appropriate educational opportunities to students with disabilities, age 3-21. Our school system ensures that a free, appropriate, public education, consistent with standards established by state and federal regulations will be provided to all students with disabilities.

Contacts for the system's services to special needs and gifted students are:

Special Education Coordinator
Special Projects Center
334-347-4287

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

Gifted Education in the Enterprise City School System involves providing learning activities that would allow the intellectually gifted to progress in general intellectual ability, specific academic talent, and creative thinking from kindergarten through twelfth grade. Screening, referral, evaluation, and placement of intellectually gifted students are consistent with standards established by state regulations.

Response to Instruction: Problem Solving Teams (RtI)

Enterprise High School has an RtI Team. The Team takes referrals from teachers who have identified at-risk students. The goal of the Team is to provide support in regular classroom programs to enable each student to be successful academically and behaviorally.

BLOCK SCHEDULE BELLS
2011-2012 School Year

BELL SCHEDULE WITH LUNCH BLOCKS (3)

Bell to head to 1 st Block	7:35	
Warning Bell	7:50	
1 st Block	7:55- 9:22	(87)
2 nd Block	9:29- 10:54	(85)
1st Lunch (East)	10:54- 11:19	
3 rd Block (East)	11:26- 12:53	(87)
3 rd (Split A)	11:01- 11:26	(25)
2nd Lunch (Split A)	11:26- 11:50	
3 rd (Split A)	11:53- 12:53	(60)
3 rd (West)	11:01- 12:26	(85)
3rd Lunch (West)	12:26- 12:53	
Flex Block	1:00 - 1:38	(38)
4 th Block	1:45 - 3:10	(85)

BELL SCHEDULE WITH MORNING PEP RALLY

1 st Block	7:55- 9:11	(76)
	9:11- 9:18	Call students to the gym
	9:18- 9:33	Pep Rally
2 nd Block	9:40- 10:54	(74)

Remainder of the day- normal schedule

BELL SCHEDULE WITH AFTERNOON PEP RALLY

Morning schedule will be normal

Flex Block	1:00- 1:14	(14)
4 th Block	1:19- 2:44	(85)
Pep Rally	2:44- 2:51	Call students to the gym
	2:51- 3:10	Pep Rally
	3:10	School is dismissed

BELL SCHEDULE WITH MORNING HOMEROOM

1 st Block	7:55- 9:12	(77)
	9:19- 9:26	Homeroom (7)
2 nd Block	9:33- 10:54	(81)

Remainder of the day- normal schedule

BELL SCHEDULE WITH AFTERNOON/EXTENDED HOMEROOM

Morning schedule will be normal

Flex Block	1:00- 1:14	(10)
	1:21- 1:36	Homeroom (15)
4 th Block	1:43- 3:10	(87)

EHS ADDRESSES & PHONE NUMBERS

Enterprise High School

1801 Boll Weevil Circle

Enterprise, AL 36330

EHS Main Office- Administrators:	347-2640
EHS Guidance Office:	475-4910
Guidance Fax:	347-8416
Administration Fax:	347-3144

Access	475-4904
Agriscience	393-2514
Athletics (Field House)	393-1512
Athletics Fax (Field House)	475-4930
Auto Mechanics/Welding	393-1943
Band Room	475-4920
Band Room Fax	475-4921
Business Education Coordinator/FBLA	475-4902
FACS/FCCLA	475-4905
Food Services/Cafeteria	393-3019
Gym	347-2967
Media Center	393-3035
Nurse	475-4900
Nurse Fax	348-2849
ROTC	475-4925
ROTC Fax	475-4926
School Store	475-4903
Trade and Industrial Education/Skills USA	393-1943
Yearbook (Art Room)	347-6063

TABLE OF CONTENTS

	Page
School Calendar	2
Faculty and Staff	3
Alma Mater	5
General Information	6
Homeroom	7
Security Camera	7
Absences	7
Wildcat Buy Back Program	8
Attendance Information	9
TAP	10
Truancy	10
Suspensions	10
After School Detention	11
Extended Absences	11
Make-up Work	11
Excuses	11
Tardies & Returning to School	12
Leaving School	12
Child Nutrition	13
Charged Meal Policy	13
Lunch Period	14
Cafeteria	14
Textbooks	14
Library	14
First Aid	15
Emergency & Disaster Procedures	15
Rules Governing Students	16
Articles not Permitted at School	17
Changing Classes & Moving in the Halls/Stairs	17
Care of Classrooms, Buildings, & Grounds	18
Destruction of School Property	18
Smoking-Tobacco Policy	18
Student Dress	18
Student Related Organizations	20
Public Displays of Affection	20
Indecent Exposure	20
Sexual Harassment	20
Fighting	21
Assault Upon Another Student	21
Threats	21

Stealing	21
Providing False Information	21
Violations of Safety, Emergency, & Crisis Procedures	21
Visitors	21
Drug & Alcoholic Beverages	22
Use of Food & Drinks	22
Misbehavior on School Buses	22
Parking	22
Loitering in Parking Lots	23
Inspection of School Property & Search of Lockers, Book Bags, & Vehicles	23
Use of Trained Police Dogs & Metal Detectors	23
Behavior at School Activities	23
General Misbehavior	23
Use of Profane or Obscene Language or Gestures	23
Articles not Permitted at School	24
Gambling	25
Cheating	25
Littering	25
Tampering with Computers	25
Internet Usage	25
Lockers	25
Book Bags	25
Instructional Program	26
General	27
Program of Studies	27
Valedictorian & Honor Seniors	27
Guidance Services	27
Parent/Teacher Conferences	28
Schedule Changes	28
Requirements for Graduation	28
Grading & Reporting System	29
Term Exams	30
Academic Exam Exemption Policy	30
Perfect Attendance Exam Exemption Policy	31
Fees	31
Fee Exemption Standards	32
Summer School	33
Student Activities	34
Student Activities	35
Assemblies	35
Pep Rallies	35
Athletics	35
Extra-Curricular Activity Participation Information	35
Clubs & Organizations	37
Publications	38
School Pictures	38

Board Policies	39
Grievance Procedure	40
Visitors in Schools	40
Minimum Attendance Standards for Enterprise High School	40
Medication	41
Residence Requirement for Students	42
Enrollment of Students from Ft. Rucker	42
Discipline of Students	42
Corporal Punishment	42
Truancy	43
Suspension	44
Expulsion	44
Student Dress	45
Use & Possession of a Controlled Substance	45
Student Searches & Seizures	46
Student Possession of Firearm(s) at school, on school buses, or at School-Sponsored Function(s)	46
Sexual Harassment Policy	47
Use of Tobacco by Students & School Personnel	47
Internet Acceptable Use & Safety	48
Student Possession and use of cellular phones and other electronic communication devices	51

FERPA and PPRA (Privacy and Protection Information) Attachment A

*Internet Use Agreement Attachment B

*Student/Parent Signature Form Attachment C

*These forms are to be signed and returned to Enterprise High School.

ENTERPRISE CITY SCHOOLS

School Calendar 2011-2012 (187 Days)

August 4, 2011	Teachers Begin Work
August 5, 2011	Professional Development/Work Day
August 8, 2011	Professional Development/Work Day
August 9, 2011	1 st Full Day for Students
September 5, 2011	Labor Day Holiday
October 10, 2011	Columbus Day Holiday
October 11, 2011	1 st Day of 2 nd 9 Weeks
October 19, 2011	Parent Visitation Day (Schools <u>are</u> in Session)
November 11, 2011	Veterans Day Holiday
November 21-25, 2011	Thanksgiving Holidays
December 16, 2011	Christmas Holidays Begin at End of School Day
January 2, 2012	Professional Development/Work Day
January 3, 2012	School Opens for Students after Christmas— 1 st Day of 3 rd Nine Weeks
January 16, 2012	Martin Luther King Jr. Holiday
February 20, 2012	Presidents Day Holiday
March 12, 2012	1 st Day of 4 th Nine Weeks
March 23, 2012	Spring Break Begins at End of School Day
April 2, 2012	Professional Development/Work Day—Weather Make-Up Day if Needed
April 3, 2012	School Resumes after Spring Break
May 24, 2012	Last Day for Students
May 25, 2012	Last Day for Teachers

Students will attend school 181 full days.
Teachers will be on 187 day contracts.

Teachers will report to work on August 4, 2011. Teacher Institute and faculty meetings will be held on that day. Students will report to school on August 9, 2011.

Employees on extended contracts will be notified by their immediate supervisors when they are to report to work.

Nine Week Reporting Period	Progress Report Days	Report Card Days
Aug. 9, 2011-Oct. 7, 2011	Sept. 7, 2011	Oct. 12, 2011
Oct. 11, 2011- Dec. 16, 2011	Nov. 9, 2011	Jan. 4, 2012
Jan. 3, 2012-Mar, 9, 2012	Feb. 8, 2012	Mar. 14, 2012
Mar. 12, 2012- May 24, 2012	April 18, 2012	May 24, 2012

Enterprise High School Faculty and Staff
2011-2012

1. Rodgers, Matt- Principal
2. Britt, Ricky- Assistant Principal
3. Harrison, Brent- Assistant Principal
4. Long, Danny- Assistant Principal
5. Mills, Karen- Assistant Principal
6. Albrecht, John- JROTC/Rifle Team
7. Ayers, John- Special Education/JV basketball
8. Ayers, Kevie- Guidance Counselor
9. Baker, John- Choral Music/Music Education
10. Bess, Lyn- Lunchroom Manager
11. Biddle, Diane- Business Education
12. Blue, Valerie- Special Education
13. Boyd, Kayla- Art/Yearbook
14. Bradford, Robbie- History/Coach
15. Bradley, Lee- Economics/Government
16. Brooking, Rebecca- Spanish
17. Bryant, Wanda- Special Education Aide
18. Buchanan, Cerecia- Business Education/ACCESS Learning
19. Burns, Susan- English
20. Carmichael, Kay- Business Education/Co-op Coordinator
21. Chambers, Truett- Driver Education/Coach
22. Ciuzio, Kay- Government/Economics
23. Clark, Daniel- Facilities Manager
24. Clark, George LTC- JROTC/SAI/PT Team
25. Colafransisco, Logan- Physical Education/Coach
26. Colbert, Malcolm- Math
27. Collins, Kevin- Athletic Director/Head Football Coach
28. Conroy, Michael- Special Education Aide
29. Covington, Amy- Spanish
30. Curran, Robbie- Special Education
31. Curtis, Paula- Family and Consumer Science
32. Davis, Deborah- English
33. Davis, Karen- Math
34. Dickson, Sonja- Administrative Secretary
35. Dixon, Kathy- Special Education
36. Dyess, Jerod- Agriscience/FFA
37. Edgar, Mark- Science
38. Fann, Deanne- Math
39. Farmer, Windy- Math
40. Faust, Renee- School Nurse
41. Ford, Charlie- Band Director/Music Education
42. Galimore, Catherine- English
43. Giles, Linda- Math
44. Gilmer, Shawn- Chemistry/Physics/Head Baseball Coach
45. Goodson, Bridget- History
46. Graves, Jeanae- Math
47. Hadden, Jason- Special Education/TAP
48. Haglund, Karen- Media Specialist
49. Hanson, Buck- Driver Education/Physical Education/Coach
50. Harrison, Gray- Driver Education/Coach
51. Heninger, Carrie- ACCESS
52. Heninger, Jay- Grounds Supervisor
53. Hill, Kenny- Science/Head Basketball Coach
54. Hogan, Christy- Guidance Counselor
55. Hope, Justin- Technology/PAC Manager
56. Howland, Sonja- Math Aide
57. Hurley, Terri- Clerical Aide
58. Icenogle, Steve- Auto Mechanics
59. Jennings, Nancy- Math
60. Jones, Freda- Math/Assistant Volleyball Coach

61. Jones, Sherry- ACCESS Aide
62. Jowers, Nancy- Instructional Aide
63. Kelley, Brock- Special Education
64. Krausz, Crystal- Science
65. Kutschat, Sabine- Business Office Secretary
66. Kyser, Tracy- History
67. Lee, Adair- Resource Officer
68. Lindsey, Sherrie- Special Education
69. Martin, Marsha- Business Education
70. Massey, Janet- Math
71. Meyers, Mary- Special Education Aide
72. McClellan, Jim- Special Education
73. McClenny, Cami- Guidance Counselor
74. McDaniel, Erika- English
75. McInnis, Michelle- Biology
76. McLean, Ellen- Business Education
77. Mitchell, Heather- Math/ Varsity Cheerleaders
78. Mularz, Tony- History
79. Myers, Gary- Anatomy and Physiology
80. Peacock, Sue- Science
81. Pouncy, Wes- Physical Education/Coach
82. Price, Gary- JROTC/ Drill Team
83. Pruitt, J.D.- Instructional Aide/Coach
84. Rakestraw, Kathy- Guidance Office Secretary
85. Rhoades, Amy- Biology
86. Rodgers, Stacy- Secondary Technology Specialist
87. Rowe, Curtis- Spanish
88. Sauls, Stan- History
89. Senn, Michelle- Media Specialist
90. Shaffer, Amber- English
91. Shelton, Debbie- American Studies/History
92. Shiver, Leigh- Business and Marketing Education/School Store
93. Sieving, Marc- Physical Education/Coach
94. Smith, Steve- Chemistry
95. Snell, Lori- Science
96. Speigner, Ed- Technical Education-Co-op Coordinator
97. Steger, Barbara- English
98. Stephenson, Veronica- English
99. Stewart, Dale- Welding
100. Stinson, Brenda- History
101. Tanner, Rita- Health Education/Volleyball Coach
102. Taylor, Lisa- English
103. Taylor, Susan- Family and Consumer Science
104. Taylor, Suzanne- Psychology
105. Thomas, Martee- English
106. Thomason, Candace- French
107. Thompson, Beverly- English/ American Studies
108. Thornton, Joe- Drivers Education/Coach
109. Thornton, Sabrina- English
110. Turner, Lisa- History
111. Wagner, Susan- School Nurse
112. Walker, Dayna- Assistant Band Director/Music Education
113. Waters, Alan- Agriscience/FFA
114. Welch, Amanda- Special Education Aide
115. White, Melissa- Physical Education/Girls Basketball
116. White, Susan- Media Aide
117. Woodard, Sandra- Clerical Aide/Attendance

Enterprise City Board of Education, Superintendent's Office- 347-9531
 Special Projects Center (Special Education Programs)- 347-4287
 School System Lunchroom Supervisor- 347-7572
 School Transportation Service- 347-6867

ALMA MATER

From the paths of Coffee County
Come our students true
With a will that's ever ready
For a task to do

Chorus:

Steadfast, loyal, brave, and true
Heart bound to heart will beat
Year by year go marching onward
Enterprise High

Here we work as a band together
As the years go by
Working, playing, always growing
Cheering Enterprise High

Marching out to serve the Nation
Men and women too,
With minds and hearts to give allegiance
From our school to you

EHS FIGHT SONG

When the blue and white all fall in line
We're going to win this game another time
For Enterprise we yell, we yell
For the best team in the land we yell we yell we yell

We're going to fight fight fight fight for every yard
We'll circle in and hit that line so hard
We're going to roll ol' _____ on their side, on their side
Rah Rah Rah

School Colors: Blue and White

Mascot Wildcat

General Information

○ Homeroom/First Block

Homeroom will not meet daily; therefore, attendance will be taken in the first block class. Homeroom will meet on an as-needed basis (see bell schedule). All students should be in their assigned room on time each day in order to answer roll call. Any student who is tardy to the first block class/school should sign in at the main office in order to verify their attendance for the day. **A student who does not answer roll call in class or does not sign in tardy or late will be considered absent from school that day.** A written note from the parent or guardian will be necessary in cases of tardies and absences. **Failure to bring a written excuse within the three-day limit will result in the absence (3X) being counted as unexcused.**

○ Security Camera

Security cameras will be used throughout the campus to insure the safety of the student body.

○ Absences

Students in grades ten through twelve may be absent from any given class for no more than eight (8) days per term for a one (1) credit course. Students enrolled in a one half (1/2) term course for one half (1/2) credit may only miss four (4) days. All absences will count toward the eight/four day absentee policy except 1M, 5X, 7X, 8X, and 8S (see code)

It is important that you be in school each day. When it is absolutely necessary that you be absent, **you are to bring a note stating the reason for your absence to the front office.** The note should be signed by your parent or legal guardian, dated, giving the dates you were absent, and the reason for each absence. **You should present such notes to the front office on the day you return to school following the absence. If no such note or excuse slip is presented to the front office within the three days, the absence will be considered unexcused (3X). Any student who has accumulated at least five 3Xs will be required to attend Early Warning Court.** Class time is 85 minutes long on regular days. Students must be in class a minimum of 60 minutes in order to be counted present. (IMPORTANT: See Minimum Attendance Standards in the Board Policies Section)

- Notes should contain the following info:

The state of Alabama and Enterprise High School use the following coding of absences:

- 1X-** Student too ill to attend school (counts against the minimum attendance policy)- EXCUSED
- 1M-** Medical related illness as verified by a written excuse from a doctor, health officer, or school nurse.
- 2X-** Student working- UNEXCUSED (counts against the minimum attendance policy; see Early Warning Court on the following page; student may makeup work)
- 3X-** Student failed to bring a written excuse within the three-day limit following an absence- UNEXCUSED (counts against the minimum attendance policy; see Early Warning Court on the following page; student may makeup work)
- 4X-** Truancy- UNEXCUSED (counts against the minimum attendance policy; see Early Warning Court on the following page;)
- 5X-** Inclement weather which would be dangerous to the life or health of the student if he or she attended school. Must be determined by principal or superintendent- EXCUSED

6X- Student brought in an excuse, but the reason is unacceptable/non-school related- UNEXCUSED (counts against minimum attendance policy; see Early Warning Court on the following page; student may makeup work)

7X- (a) Legal quarantine, (b) death in the immediate family, (c) emergency condition as determined by the principal (documentation may be required)- EXCUSED

8X- Student absent from school with prior permission of the principal and consent of the parent- EXCUSED (Student must obtain prior permission from the principal for any non-related school activity or trip in order for the absence to be excused.) Permission should be obtained at least five days prior to absence. Student needs to have notes signed by teachers before being absent.

8S- Student absent due to school related activity or function. THE SCHOOL ACTIVITY CREATES THE ABSENCE (field trips, club competition, etc.). Only the principal or his designee may code an absence 8S.

*Not used in computing absences to determine compliance with Minimum Attendance Standard. All absences will count toward the eight-day absentee policy except 1M, 5X, 7X, and 8X. An

8S does not count against perfect attendance.

**There is not a "Senior Skip Day" at EHS.

Early Warning Court

A student with five days or more of unexcused absences will have a referral submitted to juvenile services/early warning court. If you can clear any of these absences with proper excuses, please contact the Enterprise High School Office immediately.

○ Wildcat Buy Back Program

- Students may buy back up to five unexcused absences.
- One Saturday a month from 8:00 A.M to 12:00 P.M. (4 hours)
- September, October, November, December, January, February, March, April, May
- Students must have something academically productive to work on, otherwise work will be provided. Reading is considered productive.
- Students may buy days in advance.
EX: If a student knows that he or she will have an unexcused absence, he or she may choose to buy that day prior to the absence.
- The doors will close promptly at 8:00 A.M. Students are advised to arrive 10-15 minutes early.
- All school rules apply while in attendance (i.e., dress code, cell phones).

ATTENDANCE INFORMATION

All students between the ages of seven (7) and sixteen (16) are required by law to enter school on the opening date and to be in regular attendance. Attendance is the responsibility of the parent/guardian and the student. Excessive absenteeism from school by any student shall be reported to the Enterprise City Schools attendance officer.

It is important for you to be in school each day in order to adequately complete work and acquire skills to receive credit and/or promotion. When it is absolutely necessary for you to be absent, you are to bring an excuse/note to be turned in to the office at the beginning of your next school day in attendance. Excuses/notes may be turned in to the office during the school day. The office will code your excuse.

Codes:

Eight (8) day limit for semester courses; four (4) day limit for nine-week courses.

Codes that count toward minimum attendance

1X- illness; note from parent
2X- student working
3X- no excuse within 3 day limit
4X- truancy
6X- non-school related excuse/
unacceptable

Codes that do not count toward minimum attendance

1M- medical excuse from doctor
5X- inclement weather; determined
by an administrator
7X- emergency determined by
Administration; death in family; legal
8X- prior permission from Administrator
for non-school related activity/trip;
requires teachers to sign
8S*- school related activity/trip
Determined by principal

*8S does not count against perfect attendance. All other excuses do count against perfect attendance.

Checking in and out during the school day:

Students must check in at the front office when entering school or students cannot receive credit for being present. Students must check out at the front office when leaving school or students will be considered truant. When the student returns an excuse must be presented. The check-out note or a phone call for check-out does not take the place of a written excuse to be submitted upon return.

Attendance Notes

Today's Date: 8-24-11

Student's Full Name (please print): John Doe

Date of Absence(s): 8-9-11 Block Absent: 1 2 3 4

Reason for Absence(s) (Circle one)

Illness Medical Death in Family Legal Personal Other For administrative Use only:

Administrator: Mills

1X

○ Temporary Alternative Placement (TAP)

The Temporary Alternative Placement classroom (TAP) is an alternative to out-of-school suspension designed to modify student misbehavior before allowing the student to return to the regular school environment. In this program students are isolated from the general population and, yet, required to work on classroom assignments. While in TAP, students will be reminded of the standards they are held accountable for and will be expected to be productive while completing their school work. The site of the TAP classroom will be located on the campus of Enterprise High School. Students in grades 7-12 may be assigned to this location for varying discipline offenses. The building level administrative staff will make ISS/TAP assignments and will inform the Superintendent upon making all such assignments. The length of stay will be determined by the severity of the offense and the behavior displayed while in this setting. Students who misbehave or who do not work productively while in TAP may be assigned additional days. While a student is assigned to this site, he/she may not participate in any extracurricular activities to include sporting events or other school sponsored activities. Parents may be responsible for providing transportation to and from the site.

○ Truancy

Truancy is defined as an unexcused absence from a class or from school without the consent of the parents, legal guardian, or persons responsible for the welfare of the student (See board policy).

“Skipping” is defined as deliberately missing class. If the student leaves campus, he/she will be charged with truancy. Punishment for “skipping” is corporal punishment, detention, or suspension. **Prior permission from all the teachers and people involved must be obtained before a class can be missed.**

- A. A **first offense truancy** will result in three hours detention and a letter to parent or guardian.
- B. A **second offense truancy** will result in a three-day TAP assignment.
- C. A **third offense truancy** will result in a five-day TAP assignment.
- D. A student who has been truant **more than three times** shall be assigned to TAP for a minimum of 45 days and may be recommended for expulsion and/or action by the juvenile court.

In accordance with school Board Policy, the Superintendent of Education and the Juvenile District Judge will receive a copy of written notifications of truanancies. The policy also states that a fourth offence of truancy will result in the student’s expulsion from the Enterprise City School System.

○ Suspensions

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

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

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

- Detention

Detention will begin at 3:20 p.m. and ends at 4:20 p.m. on designated days (Tuesday through Thursday). Failure to report to detention will result in a warning, additional detention, or suspension. Verified illness, transportation by bus, and verified doctor's appointments are the only reason for missing detention time. Detention is used for some minor violations of school rules.

- Extended Absences

The State Board of Education and the City Board of Education states that students must attend school for the minimum established days per term or half term to earn course credit. In order to enforce this requirement, students may be absent no more than **eight days per term or four days per half term from any given class and still receive credit**. Students and parents will be informed when the student is in danger of reaching the eight-day maximum. Students will be unable to receive credit for the course if they persist in their absenteeism beyond the limit after notification. Cases of extended hospitalization or sickness requiring a student to remain homebound by order of a physician will be dealt with at the discretion of the instructional and administrative staff (see board policy).

- Make-up Work

It is the goal of Enterprise High School that all make-up work and tests are completed; however make up work is the student's responsibility. If a student misses an announced test or assignment due to an absence from school, the teacher may require the student to make up the test or turn in the assignment upon the students' return to class. ADVANCED ASSIGNMENTS SUCH AS BOOK REVIEWS, CLASS REPORTS, RESEARCH PROJECTS, ETC. SHOULD BE TURNED IN PRIOR TO THE TIME OF THE ABSENCE, ESPECIALLY WHEN THE STUDENT KNOWS OF THE ABSENCE IN ADVANCE.

Students who miss class due to school related activities must make arrangements with their teachers prior to the absence. The teacher may require students to take tests or turn in assignments in advance.

It is the responsibility of the student to arrange with teachers the appropriate time in which missed assignments are to be made up upon returning from an absence. The teacher will have the discretion of establishing time limits on make-up work. **Failure to make up work/tests will result in a zero.**

- Tardy

Tardy is defined as being late school/class. A student who is not present for a minimum of sixty (60) minutes is considered absent.

- Excuses

If a teacher requests your help in an activity that will necessitate your missing all or a portion of class, you are to get a WRITTEN request from that teacher and give it to the teacher whose class you will miss. This must be done PRIOR to missing or being late for a class.

If you do not have **WRITTEN, PRIOR** permission from both teachers concerned, such absences or tardies will be considered unexcused. This applies to teacher assistants as well as regular classes. This includes completing a test or working in a class after the assigned time has lapsed.

o Tardies & Returning to School

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. When arriving late or returning to school, students must get a tardy admit from the office before being admitted to class. Tardies will not be excused because of car trouble, oversleeping, or the alarm clock not working. Tardiness because of illness, medical, and dental appointments that could not be arranged before or after school will be excused. Tardies can only be excused by administrator.

Excessive tardies will be dealt with as a discipline problem by the principal. **Students tardy to classes must get a tardy admit from the office before being admitted to class.**

THE FOLLOWING PROCEDURES WILL BE FOLLOWED IN DEALING WITH UNEXCUSED TARDIES TO SCHOOL AND TO REGULAR CLASS:

Tardy	Consequence
4 th Tardy to school or class within a term	Corporal Punishment (2 licks) or 2 hours detention
5 th unexcused tardy to school or class within a term	Corporal Punishment (3 licks) or 3 hours detention after school
6 th unexcused tardy to school or class within a term	One day TAP & letter to parent/guardian
7 th unexcused tardy to school or class within a term	Two days TAP & letter to parent/guardian
8 th unexcused tardy to school or class within a term	Three or more days in TAP & letter to parent/guardian
Subsequent unexcused tardies to school or class within a term will result in additional suspensions for each additional referral.	

o Leaving School

The administration and faculty discourage students from leaving school during the school day unless it is absolutely necessary (illness, emergency, etc.). Students should try to schedule appointments, which do not conflict with the school day. **A student must be present a minimum of sixty (60) minutes to be considered present; however, leaving early for any reason except 8S will count against perfect attendance.**

If it becomes necessary for a student to check out of school, one of the following procedures must be followed:

1. The student must bring a note signed by a parent or legal guardian authorizing the student to check out. The note should specify the reason for checking out and the time the student may leave (Random phone calls will be made to parents to verify these notes). A phone number where the parent/guardian can be reached must be written on the checkout note.
2. If a student does not have a signed note to check out, an administrator, guidance counselor, secretary, or teacher must talk with a parent or guardian before that student may leave.

***A student must NEVER leave without first checking out through the office.** Violation of these rules may result in the student being charged with a truancy or another infraction.

o **Child Nutrition Program**

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

A meal account will be maintained by computer for each student. Money may be deposited in the meal account for any amount. Each student will be assigned a PIN into Numeric Pad as they go through the meal line. Money will be collected in the lunchroom each day from 7:15 until 7:45. Parents may also visit www.MealpayPlus.com to register and make online payments using students ID number or make payments by telephone by calling (866) 563-7570 for a 4.75% per transaction convenience fee. No refunds will be given out at the end of the school year unless the student is leaving the Enterprise area. The balance will remain on the student's account for the next school year.

Breakfast will be served each morning from 7:15 until 7:45. Breakfast will be unavailable after 8:00; therefore, parents are encouraged to bring children who will be eating at school before this time.

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

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

Prices are as follows:

BREAKFAST		LUNCH	
Reduced Student	.30	Reduced Student	.40
Secondary Student	1.25	Secondary Student	2.25
BOE Employee	1.50	BOE Employee	3.00
Visitor	2.50	Visitor	3.50

o **Charged Meal Policy**

It is in the intent of the 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 the Enterprise City Schools to comply with all federal program regulations pertaining to the Child School Breakfast and National School Lunch programs. As per the federally governed Child Nutrition Program regulations uncollected charged meals 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. Program regulations do not allow a student to eat for free unless that student has been approved for free meals; therefore, it is the responsibility of the parent or guardian to pay for a student's meals at the time that they are received. 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 the meal plan is purchased.

A PAID student at the secondary level (7-12) will not be allowed to exceed a total of \$5.00 in meal charges for breakfast and/or lunch, and a REDUCED student at the secondary school level will not be allowed to exceed a total of \$1.10 in meal charges for breakfast and/or lunch. No extra purchases or a la carte items are allowed to be charged at all.

In the event a student has charged up to the maximum limit and still does not have money for a meal, an alternative meal will be served. However, the practice of serving such a nominal meal or snack should only be done as an occasional occurrence and is not meant to provide a student with a free lunch. If an alternative meal is served, students must have a signed permission form from the principal allowing the alternative meal. An alternative meal will consist of a cheese sandwich, fruit and milk.

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. Any account not collected, when a student moves from the system or at the end of the year must be paid by the schools nonpublic fund source.

○ Lunch Period

Students may assemble in designated areas during their lunch periods. Non-designated areas are off limits to students. The cafeteria, activities hall, and quad are the only areas designated during lunch. Failure to cooperate and follow guidelines will result in disciplinary action.

○ Cafeteria

Regular lunches are provided daily in the cafeteria. **Food and drinks are not to be taken into the buildings.** Students may eat at tables in the quad area of the campus or activity hall.

○ Picnic Tables

These tables are provided for students to use if they wish to eat lunch outside. It will be at the discretion of the administration to close this area if deemed necessary because of weather issues or if trash is left on or around the tables.

○ Textbooks

The textbook laws provide many textbooks for students at no charge. These books must be used for several years. If a student damages or loses a state-owned textbook, he/she must pay for the replacement. When textbooks are unavailable or funds are not provided, students will be asked to purchase their own books, which become personal property. (Money will be returned to the students when books are found in good condition.)

○ Library

The library media center is an area for study and research. Unnecessary and excessive noise is an annoyance to other students and is not permitted in the library.

The library media center is open on Monday through Thursday from 7:00 a.m. until 3:45 p.m. On Friday, the library is open from 7:00 a.m. until 3:30 p.m.

Books in the regular collection may be checked out for a two week period. Students may renew books if necessary to complete an assignment. Reference books may be checked out on an overnight basis. All reference books must be returned to the library before first block the following day.

A fine of \$.05 per school day will be charged for overdue books. A fine of \$.15 per block will be charged for overdue reference books.

Students with overdue books will not be allowed to check out additional books until the books are returned and the fines are paid. Students must have a library clearance before receiving their report cards.

Use of library computers for school-related activities is a privilege. Students should not change computer settings or configurations. Students must inform library personnel if they use removable storage media (jump/flash drives, floppy disks, CDs) in the library.

Copies are available at the cost of \$0.10 per page for black/white and \$0.25 per page for color prints. Payment is due at the time copies are made.

○ First Aid

Injured or sick students should be sent to the office or school nurse when possible. The office staff should be notified when conditions will not permit the movement of a student. Several faculty members are trained in first aid and a school nurse is available.

○ Emergency & Disaster Procedures

A severe weather, fire, and crisis plan has been developed for Enterprise High School. All teachers have a copy of the plan in order to familiarize students with emergency procedures. Students are expected to cooperate and follow all instructions during emergency situations. Emergency drills will be conducted during each semester.

(A) Severe Weather or Tornado

- Students will be moved out of rooms into designated areas
Signals: Bells; series of short rings
* Alternative Signals: Intercom/messenger

(B) Building Evacuation

- Leave rooms by designated exits to a safe distance from school
Signals: Bells; Long sustained ring
*Alternate Signals: Intercom/messenger

(C) Lock Down

- Teachers will follow alert code procedures.
Signals: The intercom is the primary means of announcing the level of alert.

(D) A Crisis Management & Safety Plan has been developed for dealing with a variety of major and minor emergencies. The Crisis Plan follows the guidelines established by the Enterprise Board of Education and the State Board of Education.

***Any intentional disruption of emergency, disaster, or safety plans will result in disciplinary action- see page 21 of this handbook.**

Rules Governing Students

On the next few pages some of the rules and regulations pertaining to students are discussed. This section addresses areas and problems that arise during the school year. It serves as an attempt to provide information on the guidelines of EHS. While it is a thorough list of regulations, there may be issues that arise during the school year that are not mentioned in this handbook. *Disposition of those cases shall be at the principal's discretion or designated administrators in accordance with the Superintendent or school board policy.*

○ Articles not Permitted at School

We realize that each individual is guaranteed certain rights of speech and expression, **but in a disciplined learning environment where the safety and welfare of the majority is a primary concern, restraints and limits must be in place in order to maintain a safe, positive, and controlled learning environment.**

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

Headsets, Ipods, etc. are not allowed during the school day.

Any articles, items, equipment, or displays such as handouts, signs, pamphlets, chemicals, books, posters, banners, flags, laser pointers, "stink bombs", clothing, weapons, jewelry, tattoos, lighters, matches, etc., that create danger and/or disruption at school will not be allowed on school grounds, buildings, trips, or at extra-curricular activities. The distractions and disruptions caused by the above items tend to interfere with the learning process and to create an atmosphere that threatens the safety and welfare of all the students, faculty, and the total school operation.

Violation of the above guidelines will result in detention, corporal punishment, suspension, or expulsion. The severity of the act or situation will determine the degree of punishment. Expulsion will be recommended in cases that violate School Board Policy or State and Federal Laws.

○ Changing Classes and Moving in the Halls and Stair Wells

It is necessary that certain traffic rules be observed when a large number of people are moving in one building. Students are not to run to classrooms, buses, or the lunchroom. Students should walk on the right side of corridors and stairs to facilitate movement and **should not congregate in a manner that would block halls, doors, and stairwells at any time.** Students who "horseplay" or harass other students in any way in the halls during the changes of classes, at break, or lunch are subject to punishment.

○ Care of Classrooms, Buildings, and Grounds

All students are expected to do their part in keeping EHS a clean and attractive school. A school of this size is difficult to keep clean daily without student cooperation. No food or drinks will be allowed in the classroom areas or parking lots during school hours. **Students are asked to please use the trashcans. Do no bring glass bottles or containers on campus.** Do not throw gum down on the ground or halls or stick it to the furniture.

○ Destruction of School Property

Students who destroy or damage school property will be subject to suspension from school for up to five (5) school days. Students will also be required to pay for the property destroyed or damaged.

○ Smoking-Tobacco Policy

WARNING:

Smoking is hazardous to your health

Smoking and the use of tobacco products on school property are prohibited by state and federal law.

Smoking and the use or possession of any tobacco products, or related items (i.e., lighters, matches) will not be allowed on the campus of EHS during school hours or school related activities.

The following procedures will be used in order to enforce this policy at EHS (see board policy).

Tobacco Offense	Consequence
1 st offense	1-day suspension
2 nd offense	2-day suspension
3 rd offense	3-day suspension
Subsequent offenses	May result in lengthier periods of suspension or recommendation for expulsion

○ Student Dress

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

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

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

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

Pants:

1. All pants (including shorts and skirts) will be worn at the natural waist level.
2. Oversized pants, which drag the floor and/or present health and safety hazards, are not allowed.
3. Sweat pants and pajama style pants are not allowed.
4. Pants with tears or holes that are indecent or distracting are not allowed.

Shorts/Skirts:

1. Students will be permitted to wear certain types of shorts provided they are no shorter than four (4) inches above the top of the knee and worn at the natural waist level, whether standing or sitting.
2. Shorts that may be worn include Bermuda shorts, walking shorts, jams, and cover-all type shorts provided that they meet the length and waist level requirements.
3. Students are not allowed to wear the following type of shorts to school:
 - a. Shorts that fit immodestly tight in the legs and buttocks.
 - b. Biking type or spandex type shorts
 - c. Cut-off jeans or frayed bottom shorts.
 - d. Athletic or PE shorts, with or without pockets, except in physical education class or sport activities
 - e. Shorts with tears or holes.
 - f. Swimsuit type shorts are not permitted
4. Students are not allowed to wear skirts that are shorter than four (4) inches above the top of the knee or that fit immodestly tight in the legs and the buttocks.
5. Leggings: May be worn under skirts or shorts that meet the four (4) inch requirement.

Shirts/Tops/Dresses:

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

The following types of shirts, tops, or dresses are not allowed:

1. Shirts or tops that expose the midriffs when arms are fully extended above the students' head.
2. Sleeveless shirts or tops for male students.
3. Shirts or tops worn by female students that expose undergarments or are immodest. Clothing with rips, tears, or holes that expose underwear or inappropriate parts of the body are not permitted.
4. Strapless tops, sheer or see-through tops, mesh tops, immodestly tight and revealing tops are prohibited, including those worn under other tops unless completely covered.
5. No tank tops.

Symbols/pictures/wording/tattoos:

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

Jewelry/Accessories:

1. Facial or tongue jewelry is not allowed.
2. Earrings or studs are not allowed to be worn by male students.
3. Dog collars, chains, bracelets with studs, long and/or heavy necklaces are not allowed.
4. Jewelry in the mouth or on the teeth, unless prescribed by a physician or dentist, is not allowed.

Other clothing related guidelines:

1. **Caps, hats, sweatbands, scarves, or other similar headwear are not to be worn on campus from arrival until dismissal.**

2. Bandannas or other gang related clothing, etc. are not allowed.
3. No article of clothing may be worn in a gang related manner. (i.e., cocked caps, towels, rags, strings, etc.)
4. Sunglasses are not allowed to be worn inside the building unless prescribed by a physician.
5. Combs, hair picks, hair socks, or curlers are not allowed to be worn.
6. Hairstyles or hair color that cause distractions to the learning environment are not allowed.
7. Suspenders straps must be worn on the shoulder as designed.
8. Belts must be fastened and positioned completely within the belt loops with no belt excess hanging down.
9. Trench Coats/Long Coats are not allowed.

Footwear:

1. Shoes must be worn at all times.
2. Bedroom shoes/house slippers are not allowed.
3. As deemed by administration, unusual shoes causing or may potentially cause a distraction are not permitted.

Discipline for Dress Code Violations

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

*Students will be sent home when corrections cannot be made at school. Time missed from class for corrections will be coded 6X.

○ **Student Related Organizations**

While they are on school property or at any school sponsored events of Enterprise 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.

○ **Public Displays of Affection**

Inappropriate displays of affection will not be allowed at school. Examples include: kissing, excessive touching, etc. Violations will result in corporal punishment, detention, or suspension.

○ **Indecent Exposure**

Indecent exposure will result in the student being suspended from school (the number of suspension days will be based on the severity of the incident). Repeated violations will result in longer periods of suspension and possible recommendation for expulsion.

○ **Sexual Harassment**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature will not be tolerated at school. The nature and severity of the offense will determine the type of punishment. Corporal punishment,

detention, suspension, or expulsion will be used as the disciplinary action (see board policy).

- **Fighting**

Fighting will not be tolerated at EHS. **Legal authorities may be notified if necessary. Fighting will result in suspension from school up to ten days.** Repeated offenses of fighting will result in a lengthy period of suspension or expulsion. Horseplay, arguing, pushing, shoving may result in suspension, corporal punishment, or detention.

- **Assault Upon Another Student**

The actual causing of pain or harm on another student, including pushing, tripping, or striking another student will result in suspension from school.

- **Threats & “Bullying”**

The intentional threat by word or act to do harm to another student will result in corporal punishment, detention, suspension, or possibly expulsion. Legal authorities will be notified when necessary. **“Bullying” a person will be treated as a threat.**

- **Stealing**

Stealing will not be tolerated at Enterprise High School. 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 lengthier period of suspension 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.

- **Providing False Information**

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

- **Violations of Safety, Emergency, & Crisis Procedures**

The safety and welfare of the students, faculty, and staff at EHS is very important. All students are responsible for observing and following all the guidelines, rules, and procedures relating to safety. Failure to follow instructions and creating dangerous situations will not be tolerated. 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.

- **Visitors**

All visitors to school grounds must report to the school office and obtain a written visitor’s pass prior to any visitation. Unless circumstances require it, no small children will be allowed to visit due to the possibility of disrupting classes. Students are discouraged from bringing visitors to school, particularly the last school day before holidays. **Students who bring visitors should not plan for a visitor to remain at school for more than two class periods.** Students who have visitors at school are responsible for their conduct and these visitors must abide by the rules and regulations of Enterprise High School. For other information see “visitors” under

the section pertaining to the policies of the Enterprise City Board of Education contained in this handbook and the teacher handbook.

○ **Drug & Alcoholic Beverages**

The use or possession of a controlled substance including alcohol on the Enterprise High School campus or at any school-related or school-sponsored activity, on or off campus, shall result in the student being assigned to a **minimum** of 45 days in TAP. A second offense will result in expulsion from Enterprise High School. The selling of a controlled substance including alcohol shall result in the expulsion of the offending student (see board policy).

○ **Use of Food & Drinks**

Students are reminded that certain areas of school have been designated for the consumption of food and drinks. Food and drinks will not be taken into the halls, shop, or classroom areas without the principal’s permission.

○ **Misbehavior on School Buses**

All rules pertaining to student behavior shall apply while students are riding school buses to and from school. Misbehavior on buses will be reported by the bus driver to the principal or an assistant principal. Appropriate action shall be taken in such cases.

○ **Parking**

Students who drive automobiles, motorcycles, or bicycles to school must park in designated areas. Students must drive with extreme caution in the school area. Speeding and reckless driving will be considered a police matter and tag numbers will be reported. Students may park in any area designated for students on a first come basis.

Parking permits for all vehicles must be obtained from the office. Permits are to be displayed from the rear view mirror at all times while on campus. Students may not trade, sell, or give away parking permits. Violations will result in the loss of parking privileges. Lost or stolen decals must be reported immediately. **The cost of parking permits is \$20.00.**

Parking violations will be classified as “A” offenses or “B” offenses. (See parking permit handout/rule sheet)

“A” Offenses:

1. Speeding or reckless driving on campus
2. Parking a vehicle on campus without the required permit for the area.
3. Parking in such a manner as to obstruct the flow of traffic or fire lane
4. Loud radios and other disruptive noise makers
5. Using another students parking permit
6. Profane or vulgar symbols or language on vehicles is not permitted.

The school-imposed penalty for “A” Offenses will be parking revoked based on severity of offense. Continuous violations will result in the loss of parking privileges for a period of time.

“B” Offenses:

Actions that might fall under the “B” offense group are parking backwards, parking over the line into adjacent space, sticker not secure, etc.

Penalties for “B” offenses

Violation	Penalty
1 st violation	Warning
2 nd violation	2 licks or 2 hours detention
3 rd violation	3 licks or 3 hours detention

4 th violation	Parking revoked- 1 week
5 th violation	Parking revoked- 2 weeks
6 th violation	Parking revoked- 1 month

Student cooperation in helping to solve parking problems will be greatly appreciated. Any parking problem(s) should be reported to the administrator in charge of parking

- Loitering in Parking Lots (Parking lots are off limits during the school day)

Students are not to loiter in the parking lots, sit in parked cars, or congregate around parked motorcycles before or after school. Violation of this rule will result in the use of detention, corporal punishment, or suspension. This rule is intended for the protection of student property and safety. Student cooperation in this matter will be appreciated.

- Inspection of School Property/Search of lockers, Book Bags, and Vehicles

School officials reserve the right to inspect school property, including lockers, and book bags to insure the safety and security of the school campus and students. Although a student may exercise exclusive control of his/her locker/book bag as opposed to access by fellow students, the control is not exclusive against school officials. Parking lots used by the students are considered school property. School officials reserve the right to conduct random searches of vehicles on school property.

- Use of Trained Police Dogs and Metal Detectors at EHS

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. (See board policies and school rules relating to the above areas.)

- Behavior at School Activities

All rules pertaining to student behavior shall apply while a student is attending school-related or school-sponsored activity on or off the Enterprise High School campus after regular school hours. Misbehavior while in attendance at such activities shall be dealt with as an in-school problem. Appropriate disciplinary action will be taken in such cases.

- General Misbehavior

GENERAL MISBEHAVIOR, SUCH AS SHOWING DISRESPECT FOR TEACHERS OR OTHER PROFESSIONAL PERSONNEL, USING PROFANITY, OR DISOBEYING TEACHERS OR OTHER PROFESSIONAL PERSONNEL WILL RESULT IN DETENTION, CORPORAL PUNISHMENT, OR SUSPENSION FOR A PERIOD OF UP TO TEN SCHOOL DAYS. REPEATED OFFENSES OF THIS NATURE MAY RESULT IN A LENGTHIER PERIOD OF SUSPENSION.

- Use of Profane or Obscene Language or Gestures

The use of profane language, obscene language or gestures will not be tolerated at school or school-related activities. Any student violating this rule will receive corporal punishment, detention, or suspension.

o Articles not Permitted at School

The following articles are not permitted at school:

- **Weapons, explosives, & other lethal objects**

Students who bring such articles to school and/or are guilty of using or threatening the use of such article will be subject to suspension from school for a period of up to ten school days or expulsion from school as required by board policy, state and federal law (see board policy).

- **Use of Cellular phones and all other electronic devices (see board policy)**

These items are prohibited by school policy. Violations are as follows with additional penalties to be imposed based on the violation:

Violation	Penalty
1 st Offense	Detention (2 hours) or corporal punishment (2 licks); phone returned to parent only
2 nd Offense	1 day suspension; phone returned to parent only
3 rd Offense	2 days suspension; phone returned to parent only
4 th & Subsequent Offenses	3 to 5 days suspension; phone returned to parent only

- **Refusal to turn over a device to school personnel will result in a 3-day suspension.**

- **Radios, CD players, MP3 players, guitars or any other musical instrument not needed for band class, iPods, Frisbees, skateboards, or other such articles for entertainment**

These articles tend to disrupt classes. Detention, corporal punishment, or suspension will be used to correct problem.

- **Obscene literature/pictures**

Possession or sale of such literature or pictures will result in corporal punishment or suspension from school for a period of not more than five school days.

- **Large sums of money or articles of great value**

Large sums of money are articles of great value should not be brought to school. This is for the protection of the owners. The school cannot be responsible for money or valuable items that are lost or stolen. When it is necessary for a student to bring a large sum of money to school, the office will be glad to cooperate with the student and keep this money until the student needs it. Continuous warnings will result in detention or suspension.

- **Laser lights & laser pointers**

Laser lights & laser pointers are not allowed at school, school-related activities, or sporting events. Laser beams create a health and hazardous situation when projected into the eyes of individuals.

Violation of the above policy will result in the following:

Violation	Penalty
1 st Offense	Item will be taken up. Detention or licks. Suspension if injury occurs.
2 nd Offense	Suspension
3 rd Offense	Suspension

- **Gambling**

Gambling of any type will not be tolerated. Violations will result in detention, corporal punishment or suspension.

- **Cheating**

Cheating is defined as any willful attempt to obtain or assist in obtaining answers or information on graded work. Test procedures will be explained by the teachers in their respective classrooms. Violations will result in the student receiving a "0" on the test or assignment. Continuous cheating will be referred to administration for further discipline.

- **Littering**

Students are asked to use trashcans. Do not bring glass bottles and containers on campus. **Students who are caught littering parking lots, school grounds, and buildings may receive detention, or corporal punishment.**

- **Tampering with Computers**

Tampering with or any unauthorized use of school computers will result in a suspension up to three days and repayment of any cost incurred in repair or service to the equipment. Subsequent offenses may result in lengthier periods of suspension and/or disciplinary measures (e.g., removal from class).

- **Internet Usage (See Enterprise High School Internet Use Agreement & board policy)**

- ❖ **Acceptable Use:**

The purpose is to support research and education in and among academic institutions in the US by providing access to unique resources and the opportunity for collaborative work. Its use must be in support of education and research and consistent with the educational objectives of EHS. Use of other organization's networks or computing resources must comply with rules appropriate to that network. Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Violators will lose Internet privilege and will be subject to disciplinary action as deemed necessary.

- ❖ **Privileges:**

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The school officials will deem what is inappropriate use and their decisions are final. The administration, faculty, and staff of Enterprise High School may request suspension or specific user privileges.

- **Lockers**

Lockers are provided for student use for a fee of \$10.00 per year.

- **Book Bags**

Book bags may be used to transport books and materials to and from school. Book bags are not allowed in hallways or classrooms after school begins. Students may store book bags in lockers during the day.

Instructional Program

○ General

Enterprise High School is a comprehensive school consisting of grades ten through twelve combining an excellent academic program with an equally outstanding career-technical program. The school is fully accredited by both the Alabama State Department of Education and the Southern Association of Colleges and Schools. There are comprehensive programs for students that qualify under the federal and state guidelines for services in special education and Section 504 of the 1973 Rehabilitation Act (see Forward).

Enterprise High School students consistently score above the state and national norms in all areas of educational achievement, and its student body is unsurpassed in attainment of individual and group honors, scholarships, etc.

○ Program of Studies

A student registration guide is available to each student for the purpose of providing a full description of all courses, programs, courses of study, and academic requirements at Enterprise High School. Students and parents are encouraged to examine this booklet in order to plan according to each student's abilities and aspirations. Such booklets will be supplied to each student prior to the annual spring registration process. If such information is desired any other time, booklets are available on a personal basis from the guidance department upon request by students or parents.

○ Valedictorians & Honor Seniors

It is the policy of Enterprise High School to recognize as valedictorian(s) those students who have maintained a perfect 4.0 grade point average (GPA) from the 9th grade through the first term of the 12th grade.

Enterprise High School also recognizes as Honor Seniors those students who have earned a GPA of 3.5 to 3.999 over the same period of time.

For the purpose of determining Honor Seniors, GPA's are not rounded (i.e., a student's GPA must be 3.5 or higher).

For the purpose of determining student rank, GPA averages are rounded to the nearest thousandth (e.g., 3.5678 is rounded to 3.568).

In order to be named a Valedictorian or an honor senior, a student must meet all requirements for either an Alabama High School Diploma or an Alabama High School Diploma with Advanced Academic Endorsement as set forth by the Alabama State Board of Education, the Southern Association of Colleges and Schools, and the Enterprise City Board of Education. In addition, a student must have successfully completed all sections of the Alabama High School Graduation Exam.

○ Guidance Services

All staff members of Enterprise High School are interested in each student's social, physical, emotional, and intellectual development. 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 counselor. Counselors are available to students to assist with personal and academic problems. Students and parents are encouraged to get to know a counselor personally in order to take advantage of the many services that the counseling department makes available to students.

- A. Testing. The following standardized tests are given each year:
 - 1. Alabama High School Graduation Pre-exam- mandatory for all sophomores
 - 2. Alabama High School Graduation Exam- mandatory for all juniors
 - 3. PSAT- National Merit Qualifying Test- October of each year. Juniors may elect to take this exam by signing up and paying a fee in the guidance office.
- B. College Entrance Exams. The ACT & SAT:
 - 1. Students may obtain registration packages in guidance.
 - 2. Students are encouraged to begin to take these tests during the junior year.
 - 3. Scholarship information is available in the guidance department. Applications for a variety of scholarships and a scholarship handbook are provided for seniors to assist them in pursuing scholarships. College catalogues, admission applications, and information concerning admission standards and policies are also available in guidance.

- **Parent-Teacher Conferences**

The faculty and staff welcome the opportunity to answer questions and concerns as well as share our own. **All conferences must be monitored by an administrator or counselor and will be set up through the guidance department.**

- **Schedule Changes**

Careful consideration should be given to courses that will be taken each year. A definite decision should be made, and once registration is completed, changes **should not** be requested. After the student has made a choice and the parent has approved, *no* schedule will be made except in extenuating situations as determined by the principal or his designee. A \$5 fee will be charged for each request.

The State Board of Education regulations require a specific number of hours of participation in a course in order to receive a Carnegie unit of credit. Therefore, students **will not** be permitted to drop and add courses after the first eight days of a term. Even then, the course changes must be approved based on documented, extenuating circumstances using procedures established by Enterprise High School. If the principal or his designee approves a schedule change after the first eight days of school and before the Monday following the first progress report date of the semester, the student will be moved to a non-credit class due to the lack of specific numbers of hours required by the State Board of Education. If the principal or his designee approves a schedule change after the Friday following the first progress report of the semester, the student's transcript will show the dropped class with a failing grade.

- **Requirements for Graduation**

The following credit requirements became effective during the 2005-2006 school year. Students must earn at least 27 credits (9th-12th) in order to earn a diploma.

Please refer to the Student Registration Guide for a detailed explanation of course requirements and diploma.

GRADUATION CREDITS POLICY:

Students projected to be short of graduation requirements at the end of their senior year should schedule a conference in guidance to discuss possible ways to recover credit.

Students projected to be 1½ credits short of meeting graduation requirements at the end of second term of their senior year will not graduate and cannot participate in the spring graduation ceremony. Students may complete requirements at the end of the summer provided they meet certain conditions. These conditions are the student must earn one or two credit(s) in the Enterprise High School summer school program.

o Grading & Reporting System

Students receive report cards showing each subject attempted at the end of each nine-week interval. This report card will contain a letter grade indicating the student's achievement for the preceding nine-week period. The report card will also contain the number of absences for the reporting period, comments by the teacher, and other pertinent information.

A student's academic grade may not be reduced because of improper conduct or behavior. Suspension and unexcused absences are the only case where points will be deducted from an average.

Students in danger of failing a particular course will be given a deficiency report around the mid-point of the reporting period. Such a report will relate the current standing of the student and make recommendations for improvement. IT IS THE RESPONSIBILITY OF THE STUDENT TO SEE THAT PARENTS RECEIVE SUCH REPORTS.

Any course that is dropped after the progress report of the first nine-week grading period each term will result in an "F" for that course.

The grading scale observed at Enterprise High School is as follows:

<u>Grading Scale</u>	
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59
I	Incomplete
NC	No Credit*

<u>Grade Point System</u>	
A-	4 points
B-	3 points
C-	2 points
D-	1 point
F-	0 points

* No credit due to excessive absences

While the interpretation of such grades is dependent upon the student's innate ability and effort, they may be considered to have the following general interpretation:

- A- Excellent Achievement
 - B- Good Achievement
 - C- Satisfactory Achievement
 - D- Fair Achievement
 - F- Failure
 - I- Incomplete
- (Incompletes should be cleared within 2 weeks from the end of the grading period)

Parent conferences with teachers, guidance counselors, and/or administrators are encouraged (see page 28 for scheduling information).

o Term Exams

- Term examinations are a valuable learning experience for our students. Most of our students will be confronted with such examinations after high school, regardless of whether they attend college.
- Term exams may be written or performance tests or a combination of the two.
- Term exams will count one-fifth of the semester grade. This grade may be derived by adding the reporting period averages two times each to the semester test grade and dividing this score by five.
- Students who miss term exams at their scheduled times must have a health officer or doctor's excuse before making up an exam. Other extenuating circumstances must have written approval from the principal BEFORE a student may miss an examination. Students should not schedule routine dental or medical visitations during the exam schedule.
- Students are expected to attend all classes during the examination days even though they may not have an exam scheduled.
- Term exams will be given in all courses except the following:
 1. Driver Education
 2. Physical Education
 3. Concert Band
 4. Symphonic Band
 5. Choral Music
 6. JROTC
 7. Sports
 8. Some Special Education Courses

*In order to reward achievement in both academics and attendance, the following exam exemption policy is used.

o Academic Exam Exemption Policy

- A. Purpose- to recognize and reward those students who have exhibited and maintained a high level of academic achievement during each term.
- B. Criteria-
 1. A student must be a senior or a 2nd term junior to be eligible for an exemption(s).
 2. A student may exempt a term exam if he/she has an A average at the end of each term. This average will be cumulative of both nine weeks.
 3. There will be no limitations on the number of exams a student may exempt at the end of each term if he/she meets the criteria in this policy.
 4. Transfer students- A student who has attended EHS 9 weeks or longer and has brought an A average from another school and continues to

maintain an A average at EHS will be eligible for exemption. A student who has attended school in another system will receive a 9 weeks grade from this system if he/she is in attendance here for the majority of the 9 weeks grading period. If the student attends the majority of the 9 weeks in the other system, he/she will receive the transfer grade as the 9 weeks grade. Transfer grades will be converted to the Enterprise City School System's equivalency.

5. Students should be notified if they are exempt prior to the first day of review.

o Perfect Attendance Exam Exemption Policy

A. Purpose- To recognize those 10th, 11th, and 12th grade students who have been in perfect attendance for a term.

B. Criteria-

1. Any 10th, 11th, 12th grade student may exempt one exam of his/her choice each term provided that:
 - a. The student has had perfect attendance and a term average of C or better in the class for which the exemption is requested. The only absences not affecting perfect attendance are 8s absences, those absences due to school-related activities (i.e. field trips with EHS class, approved EHS organizational activities, etc.)
 - b. Student must be in class for the entire block on regular days in order to be counted as present for perfect attendance. This includes unexcused tardies and early checkouts for any reason with the exception of an 8S.
 - c. The student has had no unexcused tardies for the class.
2. The perfect attendance policy applies to any 10th, 11th, and 12th grade student transferring to Enterprise High School if there is documentation that the record was maintained prior to transfer and that no time was lost between school transfers.
3. Students should be notified if they are exempt prior to the first day of review.

o Fees

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

Course	Fee
Agriscience Courses	5.00 per course
American Studies	Field Trip Expenses
Auto Mechanics	10.00 per course
Band	50.00 per course
Botany Fee	5.00 per course
Business Education:	
Accounting	25.00 per course
Banking and Financial Services	15.00 per course
BE Coop	15.00 per course
Business Technology Applications	15.00 per course
Entrepreneurship	15.00 per course
Integrated Computer Applications	15.00 per course
Multimedia Design	15.00 per course
Marketing Principles	15.00 per course
Personal Finance	8.00 per course

Chemistry	10.00 per course
Choral Music	20.00 per course
Drawing	15.00 per course
Drawing/Painting	20.00 per course
Driver Education	15.00 per course
Encores	Expenses set at try-outs
Environmental Science	5.00 per course
Family & Consumer Science Courses:	
Household Money Decisions	15.00 per course
Family and Childhood Development	12.00 per course
Fashion Dynamics	12.00 per course
Food and Fitness	15.00 per course
Forensic Science	20.00 per course
French	Cost of Workbook
Graduation Fee (Cap/gown, diploma/cover)	45.00
Honors Human Anatomy/ Physiology	15.00 per course
Human Anatomy	5.00 per course
ICT Coop	15.00 per course
Interior Design	12.00 per course
Introduction to Art	15.00 per course
JROTC	2.50 per course
Law in Society	15.00 per course
Lockers	10.00 per school year
Parking Pass	20.00 per school year
Physics	10.00 per course
Psychology	5.00 per course
Spanish	11.00 per course
Speech	10.00 per course
Studio Art I, II, III, IV	20.00 per course
Welding	10.00 per course
Zoology Fee	10.00 per course

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

o Fee Exemption Standards

1. Policy

Parents of students in grades 7 through 12 may apply for exemptions from payment of Board approved school fees on the basis of inability to pay. The following standards are to be applied determining eligibility.

- A. The family income guidelines established for the school lunch exemption program will be used to determine fee.
- B. Families with students on free and reduced lunch program may apply for fee exemption or reduction.

2. Procedures

- A. Applicants desiring exemptions are to apply in writing through the principal of the school where their children attend.
- B. Applicants for exemptions are to include the family income of each student applicant.
- C. Applicants must be willing to answer questions regarding family income and financial circumstances
- D. Applicants need to apply for fee exemption within 10 days from the beginning of the term.

o Summer School

The following regulations are in effect for summer school attendance:

1. Summer school instruction shall be limited to Enterprise High School students for make up or enrichment only.
2. Required courses shall not be made available to a student enrolled in summer school unless:
 - a. The student failed the course during the regular school year.
 - b. The student will be unable to earn the required number of credits during the regular school year.
 - c. It is necessary that the planned course, which is part of the approved program of study, be taken in summer school in order to allow the student to take another course during the regular school year.
 - d. **Summer school begins the week after the regular school year ends. The student must register with the guidance secretary and pay the required fee at the time of registration to become an official registrant.**

Student Activities

○ Student Activities

Co-curricular activities are considered an important part of the total school experience. However, the main emphasis should be on academics. If a student's co-curricular activities are hindering his academic progress, the student will be counseled to place his academic work ahead of co-curricular activities. This could involve the recommending of his dropping co-curricular activities.

○ Assemblies

Special assemblies are held during the school year. Students are notified of such programs.

○ Pep Rallies

During football, basketball, and volleyball season we will have several pep rallies in the gym. Students will be notified when pep rallies are scheduled. The cheerleaders are responsible for planning and organizing these pep rallies and the administration asks that students cooperate with the cheerleaders. Other sports will be recognized during the second term.

○ Athletics

The athletic program at Enterprise High School advocates good sportsmanship and fair play at all times. The conduct of the team and student body must always be above reproach.

Regulations of Alabama State Athletic Association govern the rules by which the athletic program is administered at Enterprise High School. The following are some rules that all students should be aware of:

1. A student who is nineteen years of age before August 1 is ineligible to play any sport
2. A student becomes ineligible when he has attended any junior or senior high school 8 semesters or terms after completing the eighth grade or entering the ninth grade.
3. A student who drops out during the term is ineligible until he has been in school one year and passed three major subjects.
4. Any student who is under suspension, or whose character or conduct is such as to reflect discredit upon the school is ineligible.
5. The players represent our school on the field. Students represent our school in the stands, as well as going to and from games.
6. A student may transfer from private school one time and become eligible in the first fall semester he or she attends this school.
7. A student changing schools during the school year is ineligible to participate in athletics unless a bonafide move as described by the Alabama High School Athletic Association is made by parents or guardians.

○ Extra-curricular Activity Participation Information Guidelines

Applies to all sports, clubs, and organizations.

1. Students entering grades 10-12 must, for the last two semesters of attendance and summer school, if applicable, have a passing grade and earn the appropriate numbers of credits in each of the 6 subjects that total 6 Carnegie units of credit, including 4 core subjects composed of English, science, social studies, and mathematics.
2. In rare cases, the 4 core courses could be a combination of any of the four. Administrative approval will be needed to validate this option.

3. Each eligible student must have a minimum composite numerical average of 70 on the 6 Carnegie units from the preceding year and summer school. Summer school work passed may substitute for the regular work repeated in computing the 70 average.
4. The composite numerical average will be determined by a system wide formula applied by the Superintendent.
5. PE may count as only 1 unit of the 6 required.
6. If a student starts the year eligible, the student retains the eligibility for the entire school year. A student is to be considered eligible until certified ineligible.
7. Students deemed eligible at the beginning of the year may regain their eligibility at the end of the first term by meeting the eligibility requirements in the two most recently completed semesters plus summer school. Restoration must be determined no later than 5 days after the beginning of the succeeding semester. An eligible student may not become eligible after the fifth day of each term.
8. Students elected or selected to an office or organization during the spring or summer could be determined ineligible in the fall of the following year if eligibility requirements are not met. They would be removed from the office or organization.
9. Any student who earns more than four credits in the core curriculum in any given year or who accumulates a total in excess of the required 4 per year may be exempt from earning the 4 core courses in the succeeding year as long as that student remains on track for on-time graduation.
10. Students and parents must have a clear understanding of the consequences if the student is declared academically ineligible.
11. Normal club meetings will not be considered extracurricular activities even if they are held after school hours.
12. **The responsibility of determining eligibility will rest with the faculty member in charge of the specific course, club, or activity.** The faculty member is responsible for maintaining an eligibility file of eligible students.
13. Ineligible students may be members of the choir and band classes, but can only participate during the regularly scheduled class time and concerts directly related to the successful completion of the course. They may not participate in any activity that would require them to miss another regularly scheduled class.
14. If students are determined to be academically ineligible for a regularly scheduled class, they should be removed from that class as soon as possible.
15. Academically ineligible students may not be enrolled in or be a member of the following:
Varsity sports, cheerleading, ROTC drill teams, ROTC rifle teams, Encores, SGA, Class officers, Wildcat Reps, Miss EHS, Miss Wildcat, Homecoming Queen and court, school play, Dance Line, Math Team, Prep Bowl Team, any academic or non-academic group that competes in activities and/or contests, and any after-school activity sponsored by an EHS organization.
16. Academically ineligible students may not participate in the following:
Athletic events, pre-game shows, half-time shows, after school rehearsals, club conventions, parades, trips, competitions, performances at public meetings, banquets, social and/or activities that would require missing a regularly scheduled class.

o Clubs & Organization

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 organizations is in the best interest of the students at Enterprise High School, every effort will be made to provide a time, place, and an advisor for its operation. In order to remain active, the organization must have definite goals and objectives with appropriate activities. Any club activity must be approved by the club sponsor or a school administrator.

Participation is limited in some instances through a related course offering. Students desiring to participate in these extracurricular activities must meet all requirements necessary for participation.

A large number of clubs, sports, and organizations are available for students at Enterprise High School. Eligibility requirements for participation in most of these activities will be determined by academic criteria, school conduct record, background, experience, program participation, physical ability and exams, tryouts, competitive judging and student interest.

The State Board of Education has instated regulations applying to students participating in extracurricular activities. These guidelines are listed on pages 35-36.

The following clubs and organizations are offered at Enterprise High School.

Anchor Club	Karen Haglund
Band Programs	Charlie Ford
Boys Basketball	Kenny Hill
Boys Tennis	Marc Sieving
Boys Baseball	Shawn Gilmer
Boys Soccer	Ed Howard
Class Officers	Sabrina Thornton/Lisa Taylor
Cross Country	Connie Thompson
Drama Club	Veronica Stephenson
Encores Show Choir	John Baker
FBLA	Kay Carmichael
FCA	Robbie Bradford
FCCLA	Susan Taylor
FFA	Alan Waters
FTA	Deborah Davis
Football	Kevin Collins
Varsity Cheerleaders	Heather Mitchell
French Club	Candace Thomason
Girls Basketball	Melissa White
Girls Volleyball	Rita Tanner
Girls Tennis	Gray Harrison
Girls Softball	Robyn Johnson
Girls Soccer	Matt Fergus
Golf	Joe Thornton
Government Club	Lee Bradley
Math Club	Janet Massey
National Honor Society	Malcolm Colbert/Windy Farmer
Prep Bowl	Kay Ciuizio
ROTC Rifle Team	John Albrecht
ROTC Drill Teams	Gary Price
ROTC PT Team	George Clark
Skills USA	Ed Speigner
Spanish Club	Amy Covington
Student Government	Catherine Galimore/Valerie Blue
Swim Team	Charles Russell
Wildcat Representatives	Debbie Shelton

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

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

○ Publications

The yearbook at Enterprise High School is called the Encoala and can be purchased during the sales dates set by the yearbook staff.

The newspaper at Enterprise High School is called the Paw Prints.

The yearbook and Paw Prints are the only official publications of Enterprise High School. Any other publications that may be distributed on or off school campus will be considered unofficial and in violation of school policy. Only the principal and superintendent can approve school publications.

○ School Pictures

ALL SENIOR PICTURES FOR THE YEARBOOK MUST BE MADE BY THE HIGH SCHOOL PHOTOGRAPHER. NO SENIOR PICTURES MADE OUTSIDE THE SCHOOL CAN BE USED FOR THE SENIOR SECTION. A day will be available for the student to choose their pose/picture for the senior section. The yearbook staff will select the picture if a senior does not select one.

No sitting fee will be charged for simply making a picture for the yearbook, but a \$20.00 sitting fee will be charged if you choose to buy the senior portraits made by the school photographer.

As a senior you will be able to have several poses and to use several outfits when portraits are made at the school. **A percentage of the money brought in from pictures made by the school will go to the Senior Class to help defray some of the costs of the prom and graduation activities.**

You have the option of choosing a photographer outside the school to take your senior portraits for personnel use. **Just remember that the senior class receives no money and these pictures cannot be used in the senior section of the 2012 yearbook.** You may use the picture of your choice for a senior ad in the yearbook. The deadline for turning in your yearbook ad is the first of October. See the yearbook sponsor and staff about the cost of the ads.

All yearbooks will be ordered and purchased from the yearbook company. You will receive an information sheet to fill out in August or September.

Senior school pictures will be made the July before the senior year for yearbook and senior portraits. Senior picture make-up dates will be announced for August. Other class pictures will be made in late August or September. Announcements will be made at school about the details and times.

Junior and sophomore school portraits will be made during the school year.

Board Policies

○ Grievance Procedure

Policy A5- The Enterprise City Board of Education recognizes that harmonious relations with employees can be maintained and improved through effective communications. The interest of all parties will best be served by sincere efforts of all concerned to promote understanding and cooperation. The Board, therefore, had adopted the following grievance procedure as a means of examining and resolving possible problems of parents, students, or personnel which cannot otherwise be solved.

A. Definition

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

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

1. Step One- Informal Conference with Supervisor (Principal)
2. Step Two- Written Appeal to Superintendent. If, as a result of the informal proceedings, the matter is not resolved, the grievance shall be set forth in writing by the aggrieved. (Contact school staff for detailed explanation of policy- procedure.)
3. Step Three- Written Appeal to Board of Education (Contact school staff for detailed explanation of policy-procedure.)

○ Visitors in Schools

Policy D7- All persons visiting on the school's grounds or in a school during the school day must secure permission from the office of the principal of that school before visiting a classroom or talking with a teacher or student.

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

○ Minimum School Attendance Standards for Enterprise High School

Policy D10- Students in grades kindergarten through six may be absent from school for no more than twenty (20) days in a given school year and still eligible to receive credit and/or be promoted. Students in grades seven through nine may be absent from any given class for more than ten (10) days a semester and still receive credit for the class. Students in grades ten through twelve may be absent from any

given class for no more than eight (8) days per term and four (4) days per half term class.

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

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

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

This policy shall not be misconstrued to imply discouragement of the use of existing methods employed to promote school attendance.

This policy shall have no effect upon present student accounting procedures.

o Medication

Policy D12- Members of the school staff shall not administer medication to pupils except as it is prescribed and requested in writing to the parent, legal guardian, or family physician.

Procedure:

- A. Any student having possession of other than specified daily dosage and who may give away, sell, or attempt to give away and/or sell medication (non-prescription or prescription) shall be subject to suspension, probation, or expulsion.
- B. A Medication Authorization Form must be completed and signed by the student's parent/guardian before any medication (non-prescription or prescription) may be administered to a student during the school day. Please contact your school's nurse for a copy of this form.
- C. For prescription medications, a pharmacy-labeled container is required which includes the student's name, doctor'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.
- D. When the medication to be given is a non-prescription medication, the medication should be sent to the school in its original container. This container should identify the medication, provide all the manufacturer's labeling, and contain the student's name. Medications, which are sent to the school in other containers or wrapped in such items as Kleenex, paper towel, etc., will not be administered to students.
- E. The parent/guardian should deliver all controlled substances (such as Ritalin) to the school nurse. Students must not deliver controlled substances to the school, and students must not keep medications with them during the school day.
- F. Once medication has been received, the school nurse will count, inspect, and properly secure the medication.
- G. The parent/guardian should pick up the student's medication, which has not been used at the end of the school year.
- H. The parent/guardian must provide the school with a new Medication Authorization Form if medication orders are changed during the school year.

○ Residence Requirement for Students

Policy D13- Any student enrolled in Enterprise City Schools must reside within the approved attendance areas with one of the following:

- The natural parents
- The adoptive parents
- The legal guardians
- Court appointed foster parents
- Welfare appointed custodians
- Married students living with spouse

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

○ Enrollment of Students from Fort Rucker

Policy D14

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

○ Discipline of Students

Policy D28: The maintenance of good order in the school is a necessity; therefore, it shall be the responsibility of teachers and administrators to maintain good discipline and to educate students in the Enterprise School System in an orderly manner. Punishment for misbehavior or infraction of rules or regulations shall be in compliance with the policies of the Board of Education.

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

○ Corporal Punishment

General Policy D30- Corporal punishment shall be used by an administrator in those cases where the offense does not warrant suspension but should not go uncorrected. The method shall be used with care, tact, and caution. It shall be used at the discretion of the principal or designated person when it is deemed beneficial that the student involved be allowed to return to a class or in other cases where it serves the best interest of the student.

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

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

Procedure:

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

o Truancy

The Board shall not tolerate truancy or the habitual and unlawful absence of students from school. The parent or legal guardian is responsible for requiring any student under his/her control or charge and under seventeen (17) years of age to attend school regularly except for legal absences as defined by Alabama School Law and State Board of Education rules and regulations. If a student under seventeen (17) years of age becomes a truant, the parent or legal guardian of said student may be guilty of a misdemeanor before a court of competent jurisdiction and subject to punishment by law.

If the parent or guardian files a written statement in court to the effect that he is unable to control such student, the student may then be subject to action of the juvenile court which will determine whether said student is a dependent, neglected, or delinquent child.

Truancy is defined as a student's unexcused absence from school without the knowledge or consent of the parents/legal guardians.

Procedure:

- A. First Offense. On the first offense of truancy during any given school year, the student will be assigned to 3 hours of after-school detention at his/her school site. The parents/legal guardians shall be notified of the detention and informed of the consequences should there be a subsequent truancy.
- B. Second Offense. For **high school students** the second offense of truancy during any given school year shall result in the student's assignment to TAP (temporary alternative placement) for 3 days at Enterprise High School. Written notification will be provided to the parents/legal guardians and to the juvenile court. Prior to the student's return to class the student's parents/legal guardians shall be required to meet with a member of the school's administrative staff to be informed of consequences should there be subsequent incidences of truancy.
- C. Third Offense. For **high school students** the third offense of truancy during any given school year shall result in the student's assignment to TAP (temporary alternative placement) for 5 days. Written notification will be provided to the parents/legal guardians and to the juvenile court. Prior to the student's return to class the student's parents/legal guardians shall be required to meet with a member of the school's

administrative staff at which time they will be informed that a subsequent truancy may lead to recommendation for expulsion from school and/or action by the juvenile court.

- D. A high school student who has been truant for more than three times during any given school year shall be assigned to TAP (temporary alternative placement) for a minimum of 45 school days and/or may be recommended for expulsion from school and/or action by the juvenile court.

**CODE OF ALABAMA
16-28-14, 16-28-15, 16-28-17**

○ Suspension

The Enterprise City Board of Education shall not tolerate conduct by any student that materially interferes with or substantially disrupts achievement or an atmosphere conducive to learning. Such conduct shall not be permitted on school property, in any school building, at any school-related function or activity. Violators shall be subject to appropriate disciplinary measures designed to assure that no student interferes with the rights of others to receive a quality education. Students shall receive adequate notice of rules of student conduct as approved by the Board, the Superintendent, and the principal. All rules governing student conduct shall assure educational opportunity for all students. Parents, legal custodians, and students are informed by this policy that failure to demonstrate proper conduct may result in the suspension of the student from school and/or school activities.

Suspension shall be used in cases of persistent wrong doing and severe disciplinary problems as described in student handbooks and rules governing school conduct. Suspension shall be at the discretion of the principal or designee and shall follow procedures described below.

Procedure:

A. **Suspension for ten (10) days or less**

1. The principal or designee shall have the authority to suspend a student from school for a period of time not to exceed ten (10) school days.
2. The principal or designee shall give immediate notice to the student of the nature of the offense, the action to be taken, and the right to an administrative hearing.
3. A record of the hearing with the student shall be kept on file in the office of the principal.
4. A letter describing the action taken and the reasons for the action shall be mailed to the parent/legal custodian at the address on file in school records.
5. Law enforcement agencies and/or judicial authorities shall be notified of suspensions and/or violations of rules governing student conduct as prescribed by Alabama statutes.

- B. Discipline of an Enterprise City School System student with disabilities shall be determined on a case-by-case basis in accordance with the requirements of the Individual with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act, and the student's IEP.

**CODE OF ALABAMA
16-28A-1, 16-28A-2, 16-28A-3, 16-28A-5**

○ Expulsion

Policy D33- Expulsion shall be used only after all other remedies have been tried and have failed. Expulsion of a student must be recommended to the Board by the principal and superintendent. Expulsion of a student is subject to approval by the Board after all evidence pertaining to the case has been reviewed and shall be

considered by the Board. The Board's decision in such cases shall be considered final.

Procedure:

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

○ Student Dress

Policy D34- All students are expected to come to school dressed in a reasonable and appropriate manner. The Board recognizes that it is the responsibility of the parents to see that students arrive at school appropriately dressed.

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

○ Use and Possession of a Controlled Substance

No person shall be in possession of or be under the influence of a controlled substance or intoxicating beverage while on Enterprise City School System property, at school-sponsored activities, or while on school trips involving students. A controlled substance shall be defined as drug, substance, or immediate precursor as defined and listed in schedules 1-5 of Article 2 of the Code of Alabama as it now exists or as it may be amended. A controlled substance as defined in this policy shall also include any intoxicating beverage.

Principals or their designees shall deal with incidents involving the use, possession, being under the influence, or selling of any controlled substance (including alcohol) on any school campus or at any school-related or school-sponsored activity off the campuses of the Enterprise City Schools in the manner set forth below.

Procedure:

- 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 T.A.P. (temporary alternative placement) located at Enterprise

High School. 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 shall result in the expulsion of the offending student (under provisions of Policy Expulsion, 5.33). 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 the expulsion of the offending student (under provisions of Policy Expulsion, 5.33). 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

o **Student Searches and Seizures**

Policy D38- Students are entitled to the guarantees of the Fourth Amendment, and they are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of a particular student and school property when there is a reasonable cause to believe that the student may be in possession of drugs, weapons, alcohol, or other materials in violation of school policy or state law. School property shall remain under control of school officials and shall be subject to search. Any vehicle parked on Enterprise Board of Education property may be searched at any time while located on School Board property, with or without notice, to its owner or use. Any owner or user who enters upon Enterprise City Board of Education property with any vehicle consents to such searches by entering upon said property in a vehicle.

Procedure:

- A. School property- student lockers, desks, and other such property are owned by the school. The school exercises exclusive control over the school property and a student should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials.
- B. The person- According to the decision of the Supreme Court of the United States “a student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated either the law or the rules of the school.” A particular student’s effects also are subject to being searched by school officials are subject to the same rule. Effects may include automobiles located on school property. The scope of the search must be “reasonably related to the objects of the search and not excessively intrusive in the light of the age and sex of the student and the nature of the infraction.”

Group Searches:

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

o **Student Possession of Firearm(s) at school, on School Buses, or at School-Sponsored Function(s)**

Policy D40- The Enterprise City School System shall comply with all requirements of Act 95-756 pertaining to a student’s possession of a firearm at school, on a school bus, or at a school-sponsored function.

Procedure:

- A. Notification of Possession of Firearm to Appropriate Parties- When the principal or other appropriate administrator of a school has determined that a student is/has been in possession of a firearm at school, on a school bus, or at a school-sponsored function, he/she shall notify the

following people: the local Superintendent of Education, a proper law enforcement person, the parent(s) of the student, and when feasible, an appropriate authority in the judicial system.

- B. Expulsion Procedures- Local Board Policy D33 (expulsion) shall be followed in implementing expulsion procedures. In compliance with Act 95-756, the student shall be expelled for one year. In further compliance with Act 95-756, the local board of education may modify the expulsion requirement for a student on a case-by-case basis. Discipline of students with disabilities who violate the firearm possession policy shall be determined on a case-by-case basis in accordance with the requirements of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.
- C. Definition of the Term "Firearm"- for the purposes of Act 95-756 and this policy, the term "firearm" has the same meaning as defined in Section 921 of Title 18 of the United States Code.

Purpose:

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

o Sexual Harassment Policy

Policy D41- it is policy of the Enterprise City Board of Education that no member of its student population or staff shall sexually harass another, with all allegations of such behavior to be promptly investigated and appropriately resolved.

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

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

Procedure:

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

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

o Use By Students and School Personnel of Tobacco and/or Tobacco Products on School Property

Policy D44- In compliance with federal and state requirements, the Enterprise City School System prohibits all persons from using tobacco products on school property.

Purpose: To comply with the federal Pro Children's Act (PCA), Part C of Title X of Goals 2000: Education American Act, Public Law 103-227 and with the Alabama

Administrative Code, Chapter 290-(1) (b) (2)-02, Regulations Governing Public Schools.

Procedures:

- A. Students who violate this policy shall be disciplined in the appropriate manner established and printed in the handbooks of the respective schools.
- B. School Personnel who violate this policy will be subject to the same disciplinary actions that accompany infractions of other Board of Education policies

o Internet Acceptable Use and Safety

Policy D45- The Board decisions concerning student and staff access to the Enterprise City School System network and to the Internet were kept in line with educational philosophy, goals, and objectives. Electronic information research and Internet access for exploring and communicating with staff will use the network and the Internet to strengthen the curriculum and will provide the information and instruction to students concerning their use.

Purpose: To set forth policies and guidelines for access to the Enterprise City School System network.

Unacceptable Uses:

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

1. Accessing and processing pornographic, obscene, or sexually explicit material
2. Transmitting or receiving obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language.
3. Using language or images that are inappropriate to the educational setting (chat rooms, abusive, derogatory or inappropriate e-mail) or disruptive to the educational process and will not post information or materials that could cause damage or danger to disruption.
4. Using language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
5. Posting false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
6. Engaging in any illegal act or violate any local, state, or federal statute or law.
7. Vandalizing, damaging, or disabling the property of another person or organization, making deliberate attempts to degrade or disrupt equipment, software or network performance by spreading computer viruses or by any other means, tampering with, modifying or changing the school system network software, hardware or wiring or taking any action to violate the school system network or Internet access, and using the school system network in such a way as to disrupt the use of the network by other users.
8. Gaining unauthorized access (hacking) to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
9. Posting private information about another person or to post personal contact information about themselves or other person including, but not limited to addresses, telephone numbers, school addresses, work

- addresses, identification numbers, account numbers, access codes or passwords, and not reposting a message that was sent to the user privately without permission of the person who sent the message.
10. Gaining unauthorized access to the school system network or Internet or other network through Enterprise City School System network, attempting to log in through another person's account, or using computer accounts, access codes, or network identification other than those assigned to the user.
 11. Violating copyright laws, or usage licensing agreements, or otherwise using another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, or plagiarizing work they find on the Internet.
 12. Using the school system network for the conduct of business, for unauthorized commercial purposes for financial gain unrelated to the philosophy of the Enterprise City School System, offering or providing goods or services or for product advertisement, or purchasing goods or services for personal use without authorization from the appropriate school system official.

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

VIOLATION AND UNACCEPTABLE USE CONSEQUENCES

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

CONSISTENCY WITH OTHER SCHOOL POLICIES

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

LIMITED EXPECTATION OF PRIVACY

1. By authorizing use of the school system network and the use of the Internet, Enterprise City School System does not relinquish control over materials on the system or contained in files on the network. Users should expect only limited privacy in the contents of personal files on the school system network.
2. Routine maintenance and monitoring of the school system network may lead to a discovery that a user has violated this policy, another system policy, or the law.
3. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or system policy.
4. School system employees should be aware that data and other materials in files maintained on the school system network may be subject to review, disclosure, or discovery.
5. The school system will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal

activities not in compliance with school system policies conducted through the school system network.

INTERNET USE AGREEMENT

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

LIMITATION ON SCHOOL DISTRICT LIABILITY

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

USER NOTIFICATION

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

- g. Notification that all provisions of the use and safety policy are subordinate to local, state, and federal laws.

In order to take part in the Internet opportunities offered by Enterprise High School, both student and parent must sign and return the following page to their homeroom teacher.

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

The Enterprise City School System prohibits the student use of all electronic communication devices, including cellular phones and pagers/beepers, at all schools during the school day. This is to include using cellular phones to make voice calls, to take photos, and/or to send/receive text messages.

1. Students shall be allowed to possess such electronic devices; however, such devices must be turned off (meaning all functions not operative) when a student arrives on campus and must remain turned off until the end of the school day.
2. Devices are not to be visible during the school day and must be kept in students' lockers in schools that have lockers.
3. Exceptions may be granted by the school principal and his/her designee.
4. Students involved in before or after school academic programs shall observe school hour rules during these programs.
5. Students' use of cellular phones/electronic communication devices shall be allowed on school buses on regular routes before and after school provided they are not causing any disruption. Photos may not be taken on the bus utilizing camera phones or other type imaging products due to student confidentiality regulations and safety concerns. Violations on regular bus routes shall be referred by the bus driver to the principal or assistant principal of the school the student attends.
6. Students' use of cellular phones/electronic communication devices for field trips, sporting events, extracurricular activities, etc., during school hours or before or after school hours will be at the discretion of the sponsor/coach.
7. Violators of this policy shall be subject to disciplinary action. Specific disciplinary consequences shall be stated in student handbooks provided to students at each school.
8. The school/school system is not responsible for the loss, damage, or theft of any electronic device brought to school or to a school event.

**CODE OF ALABAMA
16-1-27, Legislative Act 2006-530**

ENTERPRISE CITY SCHOOL SYSTEM
NOTIFICATION OF RIGHTS FOR ELEMENTARY AND SECONDARY SCHOOLS

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

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

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Enterprise City School System discloses education records without consent to officials of another district in which a student seeks or intends to enroll.

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

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

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

Enterprise Board of Education
Director of Federal Programs
220 Hutchinson Street
P.O. Box 311790
Enterprise, AL 36331

Source:
Adopted:
Legal Reference: 20 U.S.C. S. 1232g.S. 1232g

ENTERPRISE HIGH SCHOOLS
NOTICE FOR DIRECTORY INFORMATION

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

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

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

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

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

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

Enterprise City Schools
Director of Federal Programs
220 Hutchinson Street
P.O. Box 311790
Enterprise, Al 36331
334-347-9531

Source:

Adopted:

Legal Reference: 20 U.S.C. 7908

P.L. 107-110, 10 U.S.C. 503, P.L. 107-107

ENTERPRISE CITY SCHOOLS
NOTICE OF THE PROTECTION OF PUPIL RIGHTS

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 123h, requires the Enterprise City School System to notify parents and obtain consent or allow parents to opt their child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

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

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

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

PARENTS RIGHT-TO-KNOW NOTICE

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

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

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

2011-2012

ENTERPRISE HIGH SCHOOL

Internet Use & Safety Policy

STUDENT:

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

User's Full Name (please print): _____

User's Signature: _____

Date: _____

PARENT OR GUARDIAN:

As the parent or guardian of this student, I have read 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 and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature: _____

Date: _____

***Please return this form to your homeroom teacher.**

2011-2012

This student guide has been published for your convenience. It is our sincere wish that it will be helpful in giving information about Enterprise High School.

If there should be any question concerning this student guide, please contact the school administrators or staff.

We would also like you to list your suggestions for improving this booklet.

IT IS A REQUIREMENT OF THE STATE OF ALABAMA AND THE COURT SYSTEM THAT EACH STUDENT AND PARENT/GUARDIAN SIGN THE FORM BELOW TO VERIFY THAT THEY HAVE READ AND UNDERSTAND THE ENTERPRISE HIGH SCHOOL HANDBOOK. ONCE THE FORM HAS BEEN SIGNED, THIS PAGE IS TO BE RETURNED TO THE STUDENT'S HOMEROOM TEACHER.

Parent:

As the guardian of _____, I have read the student guide and fully understand the regulations and policies of Enterprise High School.

Parent's signature

Student:

I have read the student guide and fully understand the regulations and policies of Enterprise High School.

Student's signature

My child's picture may appear on the school's website

Yes

No

Parent's signature

If you do not wish for your child to receive corporal punishment, please send a written notification to that effect to school administration. You may write letter indicating you wish for your child NOT to have corporal punishment on the back of this page. Please return to your homeroom teacher.

