

# OPP MIDDLE SCHOOL



2021-2022  
STUDENT HANDBOOK

Opp Middle School  
303 East Stewart Avenue  
Opp, AL 36467  
334-493-6332

Dear Parents:

Our vision at Opp Middle School is to enhance the character and intellectual strengths of each student by providing them with a nurturing and safe environment to learn and thrive. It is our expectation that our progressive education will assist each learner in reaching his or her full academic, social, or athletic potential. We are dedicated to making a difference in the life of every student at Opp Middle School. If you have any questions or concerns, please feel free to contact us at 334-493-6332.

Sincerely,

Sharon Spurlin  
Principal

Alicia Kroher  
Assistant Principal

OMS... a building with four walls and unlimited potential inside.

# **Mission Statement**

**Opp City Schools build the future by preparing college- and career-ready graduates for lifelong learning and continued success.**

## **Opp City Schools Belief Statement**

- High expectations and high-performance standards are necessary to achieve goals and to expand opportunities for all.
- Education is a shared responsibility of families, schools and the community.
- Safe, innovative, student-centered schools are necessary for success.
- Leaders, teachers, and staff that are well-prepared, well-resourced and supported are essential for effective schools.
- Rigorous, relevant curriculum delivered through effective instruction maximizes student achievement.
- Effective schools operate with equity, accountability, and fiscal responsibility.
- Successful schools inspire trust, invite collaboration, and promote continuous improvement.

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## OPP MIDDLE SCHOOL FACULTY AND STAFF

**Sharon Spurlin**

**Alicia Kroher**

**Principal**

**Assistant Principal**

Alex Ann Ballard

Kay Bellino

Jessica Boutwell

Bridgett Brantley

Juddi Cain

Alison Clark

Chasity Dee

Chris Dickey

Rene Donaldson

Holly Driver

Caiden Harrell

Delisha Hightower

April Hodge

Lisa Holloway

Amy Jackson

Katie Johnson

Sally Lunsford

Kristi Meeks

Jane Miller

Soleta Norris

Karin Pierce

Mallory Pouncey

Summer Reynolds

Amy Caroline Riley

Robbie Ross

LaShawn Russell

Matt Sanders

Robin Spurlin

Angie Stephens

Paige Strickland

Tracy Thompson

Dimetrio Tyson

Joanna Whigham

Megan Wilford

Heather Williams

Debra Wilson

Dillon Worley

Tachae Wright

Special Education

6<sup>th</sup> Reading

Physical Education

Math Intervention

7<sup>th</sup> Science

Special Education Aide

6<sup>th</sup> Math

8<sup>th</sup> Computer Science

8<sup>th</sup> Math

Reading Intervention

STEM

Instructional Aide

6<sup>th</sup> Language Arts

Special Education

Special Education

Librarian

5<sup>th</sup> Math/Social Studies

Guidance Counselor

Bookkeeper/Secretary

Special Education

6<sup>th</sup> Science/Social Studies

Special Education

8<sup>th</sup> English/Pre-Ap English

Special Education Aide

Physical Education

5<sup>th</sup> Language Arts

8<sup>th</sup> History

5<sup>th</sup> Math

7<sup>th</sup> Language Arts

8<sup>th</sup> Science

Nurse

7<sup>th</sup> Grade Social Studies

Clerical Aide

5<sup>th</sup> Science

7<sup>th</sup> Math

6<sup>th</sup> Grade History

Band

5<sup>th</sup> Reading

**CAFETERIA STAFF**

Martha Burgess, Manager  
Tracey Rodgers, Assistant Manager  
Tammy Copeland  
Paige Ellis  
Amanda Whitten

**CUSTODIAN STAFF**

Towanda Jones  
Clint Sasser

**SUPERINTENDENT  
ASSISTANT SUPERINTENDENT  
SCHOOL BOARD**

Michael Smithart  
Emily Edgar  
  
Dr. Walter Burgess  
Dr. Lori Stanfield  
Merrell Culverhouse  
Dr. Katie W. Fuller  
Andrew McCord

**Opp Middle School** promotes the three R's, **which are the foundation for Alabama's Positive Behavior Supports (PBS).**

**The three R's are as follows:**

- Respectful:** be kind, hands/feet to self and use inside voice.
- Responsible:** be on time, be ready, follow procedures and complete assignments.
- Resourceful:** set goals, be safe and know where to get supplies.

**STUDENT RESPONSIBILITIES**

**WHAT ARE "RESPONSIBILITIES"?** There are some things you should do without being told to do for others. Some you do for yourself. This means that there are also people who do things for you. You would not like it if you had to remind these people to do these things for you. What if you had to remind the teacher that it was time for break or lunch? What if you had to remind her every day? The teacher would not like it if she had to remind you of the things you should do. What if the teacher had to remind each student to come back to the room after break? It is better if she does not have to remind you to do the things you know you should do. These things, which people should do without being told to do, are called responsibilities.

### **1. DO NOT KEEP OTHERS FROM LEARNING:**

Parents send their children to school to learn. Teachers are there to help children learn. If you keep others from learning by bothering them or your teacher, you have taken something from them, which is important.

### **2. FINISH YOUR SCHOOL WORK:**

Learning to read or do arithmetic is like learning to play the piano or ride a bicycle. If you don't practice, you will never be very good at it. Some things have to be done over and over before they are learned. You have to keep trying even if it is hard. Most of the work you are given at school can be done in class. Sometimes you will have to do some work at home. You should do all the work given to you.

### **3. TAKE CARE OF SCHOOL PROPERTY:**

The parents of every child in school have helped to pay for everything in your school. The buildings, the books, everything belongs to all the people in Opp. This means you are sharing the things you are using at school. If these things are damaged, it means students must go without them or the parents must spend more money to replace them. If something belongs to everyone, everyone must help take care of it.

## **ASSEMBLIES**

Students are required to exhibit appropriate conduct during assemblies. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled for clapping, boisterousness and talking during a program. Failure to comply may result in punishment, suspension and/or being barred from future assemblies.

## **ATTENDANCE**

### **ABSENCES (EXCUSED/UNEXCUSED)**

If any child fails to attend school without a legal excuse, that child and the person having custody of that child shall be referred to the juvenile court. Absences are excused for the following reasons:

1. Illness
2. Death in the immediate family
3. Inclement weather, which would be dangerous to the life and health of the child as determined by the principal and/or superintendent
4. Legal quarantine
5. Emergency conditions as determined by the principal and/or superintendent



6. Prior permission of the principal with the consent of the parent or legal guardian.

Schoolwork missed due to **excused** absences may be made up and a grade shall be awarded. Schoolwork missed due to **unexcused** absences may not be made up and a grade of "zero" shall be awarded. Excessive zeroes shall result in failure of a subject or grade. Students cannot represent the school in ANY activity on any school day unless they are in attendance at school on the day of such participation. This rule applies not only to home events but also to events out of town to distances that would normally permit a student to attend class at least part of the day. In the latter event, all participating students will report to school as usual and will be dismissed at a time designated and pre-arranged by proper authorities.

### **EARLY WARNING TRUANCY PREVENTION PROGRAM**

Students and their parents will be referred to Early Warning for the following reasons:

1. Received their fifth unexcused absence
2. Tenth questionable excused absence
3. Misconduct resulting in suspension from school

Thereafter, if another unexcused tardy or seventh unexcused absence occurs, or if the student is suspended an additional time for misconduct (whichever of these resulted in the student's going to early warning in the first place), a formal petition with the court will be filed. Attendance at Early Warning is mandatory. Failure to appear, at the Early Warning Truancy Prevention Program meeting, shall result in the filing of a complaint/petition against the child and/or guardian. Early warning stages are explained in detail in the [Opp City Schools Code of Conduct](#).

### **RESPONSIBILITY OF PARENTS**

The Alabama Compulsory Attendance Law spells out responsibilities of the school and the parent in attendance matters through age sixteen. The law further provides that a parent, guardian, or other person having control or charge of a school-age child is responsible for that child's regular attendance and proper conduct. Good school attendance habits are necessary for proper learning and should be strictly observed by all students.

- Students should begin reporting to their homerooms at 7:40 each day. Anyone failing to report by 7:45 will be considered tardy and should report to the office to obtain a tardy pass.
- Students should refrain from arriving at school before 7:15a.m. **There will be no supervision prior to 7:15.** Upon arrival 5<sup>th</sup> and 6<sup>th</sup> grade students should report directly to the gym. 7<sup>th</sup> and 8<sup>th</sup> grade students will report to the multipurpose room. Before 7:40, all students must enter the building through the front door or walk through the enclosed breezeway to their designated area. They may **not** go into any other hallways, classrooms, or other parts of the building. Students may not go to lockers before being dismissed from the multipurpose room. Students may go to the restroom only with the permission of the duty teacher.
- Breakfast will be served in the lunchroom from 7:15-7:40. Students will move to their designated area after eating breakfast.
- Students should leave prior to dismissal only when necessary. The parent or guardian must check a student out from the office with the approval of the secretary, counselor or principal/assistant principal only.
- In the event of a necessary absence, a note is required from the parent or guardian explaining the reason for the absence. The note should be turned in to the office on the day the child returns to school.
- If a student checks out before 11:30 a.m., he/she will be counted absent for the day.
- In the event of severe weather and/or emergency situations in which students are being dismissed early, parents are requested to observe the following procedure in order to insure the safety of all students:

Parents should report directly to the office. Parents should ask for their child by name and grade. All people who check out a student must have a current ID and be on the students contact list.

Parents are requested to remain in the lobby area after having signed out their child in the office. School personnel will bring your child to the office. **In an event of a tornado warning, your child may not be checked out during the warning.**

## **RESPONSIBILITY OF EXPLANATION OF ABSENCE**

In all absences, the parent or guardian is responsible for providing a **written** explanation of the absence within two (2) days of the child's

return to school. Failure of the parent or guardian to furnish a satisfactory explanation within the two (2) days shall result in the child being considered truant with the knowledge of the parent or guardian.

**Parent notes are accepted as long as it does not exceed five parent notes per year. After five parent notes your child's absences will be marked as unexcused unless you have a doctor's excuse.**

## **TARDY POLICY**

At Opp Middle School, promptness is a value that we attempt to instill in our students. Students are expected to be punctual for all classes. Tardiness disrupts the learning process and interferes with the opportunity for students to learn. The school-wide tardy policy outlined below is one method we use to encourage promptness by our students. A student is considered tardy to school/class if he/she is not in his/her desk with all material available and ready to learn when the bell signals the beginning of each class period. Students will be checked for tardiness to all classes. In order to give your child maximum instruction, it is important that we have as few tardies as possible. We have arranged our daily schedule so that students have sufficient time to move from one class to another. Each teacher will enforce the tardy policy for his/her class. The principal will reinforce this policy as needed.

- 1<sup>st</sup> Tardy: Warning to the student by the teacher and the tardy policy reviewed with the student.
- 2<sup>nd</sup> Tardy: Warning to the student by the teacher. Parent contacted by the teacher and the tardy policy reviewed with the parent and student.
- 3<sup>rd</sup> Tardy: 15 minutes break detention. Parent contacted by the teacher and tardy policy reviewed with the parent and student.
- 4<sup>th</sup> Tardy: Office referral resulting in 15 minutes after school detention.
- 5<sup>th</sup> Tardy: Office referral resulting in 30 minutes of after school detention and a conference between administration and parent.
- 6<sup>th</sup> Tardy: One hour of after school detention.
- 7<sup>th</sup> Tardy: Discipline is at the discretion of the Administration.
- 8<sup>th</sup> Tardy: Referral to long-term placement of Alternative School.

It is the parent's responsibility to ensure that their child arrives to school on time. After 8 tardies to school in a semester, parents may be held

liable. State law gives the school principal the authority to determine if absences and tardies to school are excused. The parent provides the reason for the absence/tardy; the principal determines if that reason allows the absence or tardy to be excused.

### **BELL SCHEDULE**

**Tardy --7:45**

**1<sup>st</sup> Period--7:45--9:00**

**5<sup>th</sup> & 6<sup>th</sup> Break: 8:45-9:00**

**2<sup>nd</sup> Period--9:03--10:10**

**3<sup>rd</sup> Period--10:13-11:10**

**5<sup>th</sup> & 6<sup>th</sup>**

**3<sup>rd</sup> Period--10:13-11:21**

**7<sup>th</sup> & 8<sup>th</sup> Break: 10:13-10:28**

**4<sup>th</sup> Period—11:13-12:50**

**5<sup>th</sup> & 6<sup>th</sup> Lunch: 11:15-12:00**

**4<sup>th</sup> Period—11:23-12:50**

**7<sup>th</sup> & 8<sup>th</sup> Lunch: 12:00-12:50**

**5<sup>th</sup> Period--12:53-2:00**

**6<sup>th</sup> Period—2:03-3:00**

### **BREAK/SNACK**

Students may purchase milk, ice cream, chips, crackers, and fruit juice at morning break. These items are not available for purchase during lunch or breakfast.

The following rules should be observed by students at Opp Middle School during break.

1. Students must stay in the lunchroom or courtyard
2. Students must walk in the courtyard
3. Students must put all trash in trash containers at the end of break
4. Students must keep feet off wall and benches
5. Students must keep lunchroom clean
6. Food or drinks are not allowed inside the building
7. Students will remain seated in the patio area. If the weather is bad during break, the students will stay in the lunchroom

## BUSES

Riding a school bus is a privilege. Students must exhibit appropriate behavior while riding and follow all bus rules. Any misbehavior could result in suspension from riding the bus. To ensure the safety of your child, students are not allowed to change buses unless proper documentation is provided to the school. Each school will have a form that will need to be filled out prior to the bus change request.

**Parents/Guardians are not allowed to call or send a personal note to the school and request a bus change.**

## CAFETERIA

The cafeteria will serve at a minimum cost, hot, balanced meals in accordance with high standards of nutrition and sanitation. Breakfast will be served this year. A student may qualify for free/reduced breakfasts as well as lunch. Breakfast will begin at 7:15 and will last until students are dismissed to report to homeroom. Parents should encourage students to eat in the cafeteria in order to ensure proper nutrition. Students may not be excused from the school campus for lunch.

1. Meals will be served each day or students may bring lunches if they so desire.
2. Due to required accounting procedures; students are not allowed to charge meals in the cafeteria. If a student fails to bring lunch money, he/she should report to the office for assistance.
3. Students may not bring or have delivered foods purchased at local eating establishments.
4. All students must go through the lunch line.
5. All food must be eaten in the lunchroom
6. No food purchased at break is to be eaten at lunch
7. Please clean the area where you have eaten in the lunchroom.
8. Put all trash in trash containers.
9. Place tray and silverware in dishwashing window in the lunchroom
10. Students will enter through front door and exit through back door, except during bad weather.
11. Students will be allowed an opportunity to go to restrooms during their lunch period. Lunch prices are as follows: Regular lunch \$2.25, reduced lunch \$0.40, breakfast \$1.00 and reduced breakfast \$0.30.

## **CLUBS, ORGANIZATIONS AND PROGRAMS**

### **ASSISTANTS (LIBRARY/OFFICE)**

Students may be selected to serve as Office or Library Aides.

Selection is based upon the following:

- Willingness to serve
- Must be responsible and dependable
- Must demonstrate good work habits
- Must be a seventh or eighth grade student.

### **BETA CLUB**

Beta Club is a service organization of 7<sup>th</sup> and 8<sup>th</sup> graders who maintain a nine-week average in every subject of no less than an 80 for the last 3 nine weeks before induction. Invitations for membership occur in the spring of the year. Beta Club promotes scholastic excellence and character development.

### **PEER HELPERS**

- Students may participate in the Peer Helper Program during their 7<sup>th</sup> and 8<sup>th</sup> grade year at Opp Middle School. Students are selected based on the demonstration of good character, academic standing, attendance, and teacher evaluations. Peer Helpers will offer assistance and support to the Peer Helper Program: acting as advocates for positive change and healthy choices, valuing diversity, and empowering students to be academically, social and emotionally successful.

### **CHEERLEADERS**

The above rules also apply to students who are elected as a cheerleader at Opp Middle School. Cheerleading activities should center on "leading", or "directing" the cheering of student and adult fans. In this role, cheerleaders can become the school's most effective student leaders. Cheerleading activities should be focused on creating a cooperative spirit among the cheerleader squads, athletes, student bodies, school administrators, and communities; recognizing outstanding plays and examples of good sportsmanship on the part of both teams; and aiding the school and game officials in the promotion of good sportsmanship and the administration of the contest. Performing is a secondary role of Cheerleading and can effectively promote school spirit when included at appropriate times such as pre-game, non-injury time outs, and

intermissions, as well as pep rallies and assemblies. Being the most recognizable representatives of a school, cheerleaders are in a position of great influence; therefore, high standards of conduct are essential. Opp Middle School Cheerleading Constitution outlines policies.

## **FELLOWSHIP OF CHRISTIAN ATHLETES**

The Fellowship of Christian Athletes is open to any 7<sup>th</sup> or 8<sup>th</sup> grade student who plays on one of our OMS Athletic Teams or is an OMS Cheerleader. Meeting times and dates will be announced later.

## **HONOR'S PROGRAMS**

Students are recognized for making the A or A/B Honor Roll. Perfect Attendance along with other teacher awards are given at the end of the year. Perfect Attendance is defined as **no** absences according to Opp City Schools Attendance Policy.

## **SPORTS**

In accordance with school policy, students participating in any interscholastic activity must meet all standards set forth by the Alabama High School Athletic Association and be a student in good standing at Opp Middle School.

Regarding academics the AHSAA says: You must have passed a minimum of five full units of work (subjects) with a composite numerical average of 70 for those five units during your preceding year of attendance. Not more than one unit in physical education may be counted per year. A maximum of two units may be earned in an accredited summer school. You must be taking five new units of work (subjects) during the current school year. A new unit (subject) is one not previously passed. Academics and discipline always have priority over all extra-curricular activities. Students participating in extra-curricular and co-curricular activities such as athletics, band, cheerleading, choral groups, and any other school sponsored group may be suspended or dismissed from the group for failure to comply with general school rules or rules specific to the extra-curricular or co-curricular activity.

## **STUDENT COUNCIL OFFICERS**

All officers shall be elected at large by majority vote. Candidates for office must have a 70-academic average, must be recommended by faculty members, and must prepare and present a campaign speech before the student body. Candidates should be of good moral character and have good standing among students and faculty. Officers must be willing to serve on all student forums.

## **STUDENT COUNCIL REPRESENTATIVES**

Representatives shall be elected by majority vote from each homeroom. An alternate will also be elected from each homeroom. Representatives and alternates must have a 70-academic average. Representatives must be willing to serve on all student forums.

## **STUDENT SUPPORT SERVICES**

Students that have been identified by meeting the criteria for Special Services may be served in the Special Services classroom or general education classroom. These students have an Individual Education Plan (IEP).

## **DISCIPLINE**

It is fundamental that an orderly school has clearly defined behaviors to which students must conform. Non-conformity to these behaviors becomes violations of the code of student conduct. Violations are grouped into three classes (Class I, Class II, and Class III), which range from the least to the most serious. These violations and disciplinary actions are detailed in the Opp City Schools Code of Conduct. All students are given a copy at the beginning of the school year. Documentation is on file in the office indicating students and parents are aware of all procedures. Appropriate school personnel shall investigate, verify, and take the necessary action to resolve student misconduct. After determining a violation and the classification of the violation, the principal or designee should implement the appropriate sanction. Violations apply to student conduct on a school campus, at school-related events, or while being transported to or from school or school-related events. Inappropriate behavior could result in the denial of privileges, assembly programs and special events.

## **CORPORAL PUNISHMENT**

In accordance with Alabama law and Opp City School Board Policies, corporal punishment may be administered. Corporal punishment will be administered in the principal's office with a witness and a record will be kept.

## **DETENTION (AFTER SCHOOL OR AT BREAK)**

Students may be required to remain after the regular hours of school for the purpose of individual conferences, make-up work or for disciplinary reasons. Students will have one day prior to staying in to notify their



parents that they must stay in the following day. However, students may stay in that day if they choose and parental contact can be made.

Detention may consist of various assigned work details.

Students may be required to spend their daily break time with a teacher or principal for any of the same reasons of a non-violent nature as stated above.

## **SATURDAY SCHOOL**

A mandatory assignment by administrators to allow students to make up work missed due to his or her disciplinary infraction.

## **SUSPENSION OR EXPULSION**

In accordance with the Gun-Free Schools Act of 1994, any student caught with a firearm or weapon on school property or at any school-sponsored activity will be referred to the Juvenile Justice System of the State of Alabama. In addition, students will be referred to the Opp City Board of Education for expulsion. Students deemed to be guilty of violating the Gun-Free Schools Act of 1994 will be expelled for a period of at least one-year.

For the purpose of the GFSA, a "weapon" means a firearm as defined in Section 921 of Title 18 of the United States Code, and in the Opp City Council Ordinance No. 1996-1. According to the City Ordinance, the following are included within the definition:

(a) It shall be unlawful for any person to have in his/her possession a firearm or non-firing replica, black powder, firearm, gas operated gun, air gun, zip gun, black gun or starter's pistol, flare gun, knife, straight razor, razor blade, box cutter, exacto knife, carpet knife, or paint scraper with retractable razor blade, or any other item that utilize a razor blade, or other replaceable blade, brass knuckles, slingshot, club, bow and arrow, or crossbow, num-chuks (nunchaku), throwing stars, fighting claw, or any other weapon utilized in the martial arts, explosive devices of any type, including fireworks, mace, tear gas or stun gun, fingernail clippers or other item that contains a knife blade or fingernail file that has been sharpened in such a way as to cut or puncture, bicycle or other heavy duty chain fashioned as a weapon, bull whip, bike sprockets fashioned as a weapon (brass knuckles) ice pick, sword or sword cane, spear, hatchet or hand ax, police baton, impact baton, blackjack or night stick, spring billy, or any device capable of discharging a projectile of any kind, or any other object not specifically listed which is primarily meant and adapted for attack and the infliction of injury, while on school property

within the police jurisdiction of the city, or while being transported to or from school or a school related activity on transportation by or endorsed by the Opp City School System unless said weapon is authorized by the school official for use in a classroom or course.

(b) For purposes of this section, "possession" shall be defined to include any of the above-named items being located on the person, in a locker, briefcase, desk, purse, satchel, book bag, gym bag, other like item of personal property, or a vehicle on school property that is in the custody and control of the person being charged with the offense.

(c) The Opp City Schools recognize the following reasons for suspension or expulsion of students:

1. Fighting
  - 1<sup>st</sup> Offense - Student will receive a three (3) day suspension. This is an unexcused absence and make up work will not be allowed to be made up during regular school hours.
  - 2<sup>nd</sup> Offense - Student will receive suspension for six (6) days. This is an unexcused absence and make up work will not be allowed during regular school hours.
  - 3<sup>rd</sup> Offense - Students will receive an alternative school placement for up to forty-five (45) days and a possible referral to Youth Services.
2. Possession of knives or sharp instruments, sling-shots, B.B. Shots, or other instruments that could be used to injure another student; Insubordination or disrespect for a teacher; disruption of class or other school function (includes ball games, pep rallies and assembly programs)
3. Destruction of school property
4. Use and/or possession of alcohol or drugs
5. Possession of and/or discharge of odor bombs
6. Other good and just causes as described in the **Opp City Schools Code of Conduct**.

Students participating in extra-curricular activities who have been placed in an alternative school will be prohibited from participating in those activities until completion of program. Upon completion of the program, student will be allowed to participate in all activities the following day. Students participating in extra-curricular and co-curricular activities such as athletics, band, cheerleading, choral groups, and any other school sponsored group may be suspended or dismissed from the group for failure to comply with general school rules or rules specific to the extra-

curricular or co-curricular activity. A suspended student may be readmitted to school only after meeting with their parents and the principal and assuring school officials that policies will be followed. In the case of expulsion, the final decision rests with the Opp City Board of Education after hearing from the student's school officials.

### **DRESS CODE**

We take pride in the appearance of our students. ***It is, therefore, our objective for every student to be neat and proper in appearance by adhering to the standard of neatness, appropriateness, and modesty expected of our students in Opp City Schools.*** Your dress reflects the quality of our school, of your conduct, and of your schoolwork. Certain types of apparel are considered inappropriate for middle school students to wear to school and therefore prohibited. Any clothing that distracts from an environment conducive to learning should not be worn.

1. Students must wear shoes at all times, however cleats are not allowed.
2. Students may not wear clothing with profanity, suggestive remarks or pictures, racial pictures or symbols (such as Malcolm X or Rebel Flags), wrestling symbols, pictures and insinuations or other inappropriate attire including alcohol and tobacco product advertisements. This apparel may be offensive to other students and may disrupt the education process at OMS.
3. Students are allowed to wear jeans with frays above the knee as long as there is no visible skin showing. Holes in jeans are allowed if they fall below where skin would show if wearing dress code appropriate shorts.
4. Students who do not exhibit proper standards of modesty, cleanliness, and neatness will be notified by their teachers and will be expected to immediately correct such improper standards.
5. Students may not wear short shirts, halter-tops, or tank tops to school. If tank top jerseys or muscle shirts are worn, there must be a T-shirt worn under them. Sleeveless tops must be 2 inches wide. If students wear miniskirts, they must be no more than four inches from the floor in kneeling position above the knee. If leggings are worn under a skirt, the skirt must still be no more than four inches above the knees. Shirts must be long enough to tuck in pants.

6. Jeggings and leggings must be worn with an appropriate top. At a standing position, with arms relaxed at your side, the length of the top must fall to the tip of your longest finger.
7. Clothing that is designed for underwear must not be showing as outer clothing, and underwear may not be visible. Students may not wear sleeping apparel.
8. Students will not be allowed to wear or possess any known gang- related or wrestling clothes, accessories, symbols, paraphernalia or literature on the campus of Opp Middle School at any time.
9. Students may not wear headgear (caps, hats, sunglasses, sweatbands, bandanas, hoodies etc...) inside the building unless prescribed by a physician. These items must be stored in their locker during school hours.
10. Students may wear shorts or skorts with appropriate length (At a standing position, with arms relaxed at your side, the length of the shorts or skorts must fall to the tip of your longest finger). No cutoffs, bike shorts, boxers, or spandex pants are permitted.
11. No towels, shirts, bandanas or other objects may hang from pants or shorts pockets.
12. Shorts must have pockets and meet required length. (At a standing position, with arms relaxed at your side, the length of the shorts must fall to the tip of your longest finger). Athletic/gym shorts are prohibited.
13. Pants, shorts, skirts, etc. must be worn at the natural waist. **Sagging of pants is forbidden.** Wind pants, sweat pants, joggers, and athletic shorts are prohibited.
15. Clothing must be worn the way it was designed to be worn and should not be altered. Examples, jeans should be worn over boots as they are designed to be and pants should not be tucked into socks or bound.
16. For safety reasons, large or long bulky jackets and/or coats must be removed when students enter the building.
17. Any adornment or piercing attached to any body parts other than the ears must not be a distraction to the learning environment nor a safety concern.
18. No picks or other sharp objects may be worn in hair.
19. Male students' shirts if untucked, must not fall below the bottom of the back pockets properly worn pants.

**Principal and assistant principal shall have the authority to send a student home, whose appearance is such that it will 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 with

an acceptable appearance. Parents will be contacted when their child comes to school dressed inappropriately.

### **ELECTRONIC DEVICES**

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

- Students are allowed to possess an electronic device, but it must be turned off when a student arrives on campus and must remain turned off until the end of the school day and **Devices must be stored or kept in the student's locker.** Exceptions may be granted by the school principal or assistant principal.
- Students involved in before or after school academic programs shall observe school hour rules during these programs.
- Student use of cellular phones and other electronic devices for field trips, sporting events, extracurricular activities during school hours or before or after school hours will be at the discretion of the principal and event sponsor or coach.
- Neither the school nor school system will be responsible for the loss, damage, nor theft, of an electronic device.

#### **Violation of this policy will result in the following sanctions:**

- **1<sup>st</sup> Offense** – The item will be secured by school administration until such time as the student's parent/guardian attends a conference with school administration.
- **2<sup>nd</sup> Offense** – The item will be secured by school administration for a period of not less than 10 consecutive days and will be returned to the parent/guardian following a conference with school administration.
- **3<sup>rd</sup> Offense** – The item will be secured by school administration for a period of not less than 30 consecutive days and will be returned to the parent/guardian following a conference with school administration.

**Inappropriate use of an electronic device and failure to comply with these rules will result in the student losing cell phone privilege for the rest of the school year.**

The Opp City Schools Student Code of Conduct will cover subsequent offenses.

**FUND RAISING**

Fund raising other than for school sponsored activities are prohibited. Students may not sell items or loan money to other students while at school.

**GIFTED**

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

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student’s abilities may refer a student. Additionally, all second-grade students will be observed as potential gifted referrals using a gifted behavior checklist.

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

To make a referral, contact the counselor at your child’s school.

**GRADING SYSTEM**

- A.....90-100
- B.....80-89
- C.....70-79
- D.....60-69
- F.....Below 60

**GUM**

Chewing gum is not allowed at Opp Middle School. Candy is allowed at the discretion of the administration or teaching staff.

## **HOMEWORK**

Homework is important because it is used as an assessment tool for teachers and it is an effective way to practice a learned concept and/or skill.

## **INJURY**

In the event of injury or severe illness to any student in the Opp City School, appropriate first aid will be rendered and parent/legal guardian will be notified as soon as possible. Should school personnel be unable to locate the appropriate parent/guardian and the injury/illness requires medical attention, the student will be transported to the designated doctor on his/her information card or taken to the emergency room of the local hospital. Any accident or incident requiring medical attention shall be written up with an incident report by the attending teacher. A copy of this report will be kept in the child's records.

## **INTERNET**

No student will be allowed access to the Internet unless an acceptable *Use and Internet Safety Policy* is signed by parent (guardian) and student. This form will remain on file for the school year. Please review the detailed policy in the Opp City Schools Code of Conduct.

## **IT'S THE LAW**

### **Parental Notification of Civil Liabilities and Criminal Penalties**

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

#### **Attendance and Conduct (Act 94-782)**

Each parent/guardian or other person having control or custody of a child required to attend school who fails to require the child to enroll, to regularly attend school, or to compel the child to properly conduct himself/herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education shall be guilty of a

misdemeanor (may be fined up to \$100 and may be sentenced to hard labor for up to 90 days.)

**Teacher Assault (Act 94-794)**

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

**Drug Dealing (Act 94-783)**

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

**Drugs, Alcohol, Weapons, Physical Harm, or Threatened Physical Harm (Act 94-784)**

The school principal shall notify appropriate law enforcement officials when a person violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. In any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within 5 days. If a person is found to have violated a local board of education policy concerning drugs, alcohol, weapons, physical harm to a person or threatened physical harm to a person, the person may not be readmitted to the public schools until criminal charges, if any, have been disposed of by appropriate authorities and the person has satisfied all other requirements imposed by the local board of education as a condition for readmission.

**Weapons in Schools (Act 94-817)**

No person shall knowingly with intent to do bodily harm carry or possess a deadly weapon on the premises of a public school. Possession of a deadly weapon with intent to do bodily harm on the premises of a public school or school bus is a Class C felony. (Note: deadly weapons include but are not limited to hand grenades, explosive or incendiary devices; a pistol, rifle, or shotgun; or a switch-blade knife, gravity knife, stiletto sword, or dagger; or any club, baton, billy, black-jack, bludgeon, or metal knuckles.)

**Vandalism (Act 94-819)**

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



## LEAVING SCHOOL

Leaving school without permission is considered truancy and will result in disciplinary action. This includes early arrival and after school departure. Example: Do not leave school and go to a store and return.

## LIBRARY

The library exists for the benefit of students and its use is strongly encouraged. The library will be open to students between the hours of 8:00 and 3:00. Students assume full responsibility for all books and materials taken from the library and shall pay for any damage or loss.

## LOCKERS

Lockers are furnished as a convenience to the student. There is a \$5.00 maintenance fee on the lockers for the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades. A \$5.00 maintenance fee is requested for 5<sup>th</sup> grade, but is not mandatory. This is to help cover the cost of locker repair. Combination locks are changed at the beginning of each school year. The lockers are the property of Opp Middle School and are subject to inspection by authorized school personnel. School officials may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search, a student shall be notified and given an opportunity to be present at the search. If, however, school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare, and safety of students in the school or the school environment, a student's locker may be searched without prior warning. Students may not put a pad lock on their lockers.

**DO NOT GIVE YOUR LOCKER COMBINATION TO ANOTHER STUDENT!**

## MAKE-UP EXAMINATIONS/MISSED WORK

Make-up work and examinations are allowed only in the case of an excused absence. It is the responsibility of the student to make an arrangement with his/her teacher to make up such work. Depending on the nature and length of absence, the student may have up to five (5) days to complete the work. Exams that students were made aware of before their absence must be made up immediately upon their return.

## MEDICATIONS

It is the policy of the Opp City Board of Education that no student is allowed to carry any medications, drugs, or narcotics on a school campus without proper authority. Proper authority shall be evidence that a qualified physician has prescribed the drugs for the individual in possession. All medications (prescriptions, inhalers, aspirin, Tylenol, cough syrup, Pepto-Bismol, etc.) brought to school must be in the original container with the child's name, name of the medication, directions and dosage for administering, and expiration date legibly on the container. All medications should be taken to the school nurse for storage and administering. Students will be reprimanded for failing to comply with this policy. All **prescription medications** will be given only with the proper consent forms signed by both the prescribing physician and the parent/legal guardian. All **non-prescription (over-the-counter) medications** will be given only with the proper consent form signed by the parent/legal guardian. No verbal parent/legal guardian consent will be accepted. If a problem or changes occur with your child's medication regimen, then it is the parent/legal guardian's responsibility to notify the school nurse or the principal's office immediately. Asthma students required to keep their inhalers on his/her person must bring a medication release form from their physician. Medication will not be administered without compliance to the above procedures. (Please pick up medical release forms in the office)

## MISCELLANEOUS

- A. Students are not to write notes or letters while at school unless directed to do so by a teacher.
- B. Cologne, hairspray, and other cosmetics are not to be used at school as these cause problems for those with allergies.
- C. There is to be no running on the school campus unless otherwise instructed by a teacher.
- D. Students are encouraged not to bring large sums of money to school. The school will not assume the responsibility for lost or stolen money.

## MOTORCYCLES

Motorcycles should not be operated on the campus since this is a potential danger to other students. Students must walk motorcycles on and off the school campus. Motorcyclists must have a license.

## **NON-DISCRIMINATION POLICY**

It is the official policy of the Opp City School System that no person shall, on the grounds of race, sex, religion, handicap, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Inquiries or complaints regarding compliance with Federal Regulations may be directed to Opp City Schools, 305 East Stewart Avenue, Opp, AL 36467. You may also call the Superintendent's office from 8:00 a.m. to 4:00 p.m. Monday through Friday at 493-3173.

## **PHYSICAL EDUCATION**

According to Alabama law and school policy, no student may be excused from physical education classes except in cases where participation in physical activities exerts an extreme hardship on the student's health and well-being. Physical education instructors will supply students with the proper forms in such cases, and these forms must be filled out and signed by the student's parents and returned to the principal who will confirm the hardship and notify the proper instructor. Students who are unable to participate in physical education classes due to illness or injury should provide a note from a parent or guardian, and must be approved by administration. Exemption from classes for an extended period of time will require a written excuse from a physician. All students are required to wear appropriate dress when participating in physical education: white, grey, or gold T-shirt (has to have sleeves and first and last name on left side), tennis shoes, athletic shorts (girl's shorts-6" above knee or sliding shorts must be worn).

## **PUBLIC DISPLAY OF AFFECTION**

Students should be courteous, considerate and show respect for one another. Handholding, arms around one another, and other displays of affection are unacceptable on campus.

## **REPORT CARDS**

Computer generated grade reports will be issued four times during the school year. Progress reports will be sent home by the student in the middle of each nine weeks. Progress reports and report cards will need to be signed by the parent/guardian and returned to school the following school day.

## **RETENTION IN THE SAME GRADE**

For a student in 5<sup>th</sup> & 6<sup>th</sup> grade to be successfully promoted to the next grade, he/she must pass Science, Social Studies, Math, Reading, and Language Arts. Students in 7<sup>th</sup> & 8<sup>th</sup> grade must pass Science, Math, History, and English. If, based on the end of the year average, a student fails one or two subjects he/she will be required to attend summer school. However, if the student fails more than two subjects, he/she will be retained in the same grade.

## **RTI (Response to Intervention)**

RTI is a designated school-based committee designed to meet the needs of general education at-risk students. RTI is composed of regular education teachers, administrators, counselors, and others as needed. RTI addresses discipline, academic, behavior, and at-risk student challenges.

## **SAFETY DRILLS**

Fire and tornado drill procedures and civil defense procedures are posted in each room. Teachers will discuss drill procedures with the students the first day of school and periodically thereafter. The fire alarm will continually beep and flash to signal a fire drill. The warning for a tornado or a tornado drill will be one long continuous (uninterrupted) ringing of the bell.

## **SCHEDULE CHANGES**

Schedules may not be changed except by the principal or counselor.

## **SCHOOL TRIPS**

No party, field trip or other activity will be recognized as a school function unless approved in advance by the principal. Students participating in such events are expected to abide by the same rules as if they were in school. This includes the dress code. Secretaries at Opp Middle School are available to notarize papers for you. All students are required to ride the bus going to **and** returning from the trip.

## SCREENING PROGRAMS AND PROCEDURES

Eliminating health problems helps students to achieve their maximum level of potential. In an effort to assist parents in keeping abreast of the general health conditions of the students enrolled in Opp City Schools, various programs are conducted throughout the year, including vision/hearing, head lice, scoliosis screenings, preschool and other health assessment clinics as needed. Notification of a child's failure in any screening will be sent to the parent or guardian immediately following any screening process. When a student has failed his/her vision screening, it is recommended by letter to the parent/legal guardian that he/she see an optometrist for a further evaluation. When a hearing screening is failed, it is recommended by letter to the parent/legal guardian that he/she sees an Ear, Nose, & Throat physician (ENT) for further evaluation. When a student is screened for scoliosis and a referral is made, it is recommended by letter to the parent/legal guardian that he/she sees a physician. In the event head lice and/or nits are discovered during routine screenings, it is the responsibility of the parents/guardian to treat the student. Other family members in the household should also be checked, as lice are very contagious. Whenever possible, parents will be notified by telephone. If the school is unable to contact parents, notification will be sent by letter in a sealed envelope. Parents should:

- Shampoo your child's hair with any of the lice shampoos or rinses available at the drugstore. All these products must be used carefully, following all safety guidelines on the product label.
- Remove all nits (eggs) to ensure complete treatment. Most lice shampoos do not kill all the nits and survivors will hatch into crawling lice within 7-10 days, generating a cycle of self-re-infesting. Therefore, a second treatment may be necessary after 7 days.
- **You must bring your child to the nurse's office before he/she can return to class.** Your child cannot attend class until he/she has been cleared, by school personnel, to return to school.
- Those students who are given proper treatment and are louse/nit free are permitted to return to school the next day. No more than three (3) days from school will be considered excused.

Special health services are available to help students and parents recognize a potential health problem and to act as a referral service to other health agencies. Questions or requests for assistance should be made to the school nurse or the child's school.

## **IMPORTANT INFORMATION ON MENINGOCOCCAL DISEASE AND VACCINE**

**What is meningococcal disease?** Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the US.

**How do you catch the disease?** The bacteria that cause meningococcal disease are very common. The disease is most common in children and people with certain medical conditions that affect their immune system. College freshmen living in dormitories also have increased risk of getting the disease. The disease is spread through exchange of respiratory droplets or saliva with an infected person including kissing, coughing, sneezing, and sharing drinking glasses and eating utensils. In a few people, the bacteria overcomes the body's immune system and pass through the lining of the nose and throat into the blood stream where it causes meningitis. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord.

**What are the symptoms of the disease?** Fever, headache, stiff neck, red rash, drowsiness, and/or nausea and vomiting.

**Meningococcal vaccine: Who should get the vaccine and when?**

MCV4, or the meningococcal vaccine, is recommended for all children 11-12 years of age and for unvaccinated adolescents at high school entry (15 years of age). High school seniors should also consider obtaining the vaccine prior to entering college, especially if they are planning on living in a dormitory. Please consult your physician or local health department for more information. Information can be obtained at [www.adph.org/immunization](http://www.adph.org/immunization)

### **SEARCH AND SEIZURE**

The board retains the right to search students, lockers, containers, vehicles, and other locations to seize property when it is a violation of the provisions of the Code of Student Conduct, the laws of Alabama, and federal law for a student to possess such property on school property. Lockers, desks, parking lots, and any other fixtures or facilities provided for the students are the property of the school district. School officials may conduct searches or use other detection devices within the facilities or on the school campuses at any time that it is felt that alcohol and other drugs, weapons, or any object considered to be harmful to the safe environment of the school may be present.

### **SEXUAL HARASSMENT POLICY**

Sexual harassment is a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Sexual harassment is any unwanted attention of a sexual nature that interferes with one's ability to do one's job or benefit from one's

education. Opp Middle School is committed to maintaining a learning environment that is free from sexual harassment and in which all employees and students can work and study together comfortably and productively. Sexual harassment is illegal and will not be tolerated. It shall be a violation of this policy for any student or employee of Opp Middle School to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy. Opp Middle School will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment and will discipline any student or employee who sexually harasses a student or an employee.

### **DEFINITION OF SEXUAL HARASSMENT**

Sexual harassment is defined to include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- A. The advances, requests, or conduct have the effect of interfering with performance of duties or creating an intimidating, hostile, or otherwise offensive work environment; or
- B. Submission to or rejection of such advances, requests, or conduct is explicitly or implicitly a term or condition of employment or schooling; or
- C. Submission to or rejection of such advances, requests, or conduct is used as a basis for any employment decisions of school decisions.

Examples of prohibited behavior that is sexual in nature and is unsolicited and unwelcome include:

**\*WRITTEN CONTACT**--sexually suggestive or obscene letters, notes, invitations, or drawings. This also includes computer terminal messages of a sexual nature.

**\*VERBAL CONTACT**--sexually suggestive or obscene comments, threats, jokes (including jokes about gender-specific traits), sexual propositions, or comments about an individual's body or sexual characteristics that are used in a negative or embarrassing way.

**\*PHYSICAL CONTACT**--any intentional pats, squeezes, touching, pinching, repeated brushing up against another's body, assault, blocking of movement, or coercing sexual intercourse.

**\*VISUAL CONTACT**--suggestive leering or gesturing, displaying sexually suggestive objects or pictures, cartoons, posters, magazine, or electronic images.

**\*SEXUAL BLACKMAIL**--sexual behavior designed to control another individual's work or school environment. This includes salary, promotions, evaluations, and/or better job assignments or grades. Individuals who believe they are victims of sexual harassment in their working or academic environments are encouraged to respond to the alleged harasser directly by objecting and by requesting that the unwelcome behavior stop. Individuals may also seek assistance or intervention from their teachers or administration before filing a formal complaint of sexual harassment.

### **GRIEVANCE PROCEDURE**

Any person who believes he or she has been the victim of sexual harassment by a student or an employee of Opp City Schools should report the alleged acts immediately to an appropriate school official as designated by this policy. A student who believes he or she has been or is being subjected to any form of sexual harassment shall report the matter to his or her teacher, counselor, assistant principal, principal, Title IX Coordinator or the superintendent.

A student may request the right to make his or her report of sexual harassment to the proper authority of the same sex as the student. No student alleging sexual harassment shall be required to present the matter to the person who is the subject of the complaint if the subject of the complaint is an employee of Opp City Schools. Complaints of sexual harassment will receive prompt attention. The supervisor receiving the complaint of sexual harassment shall start an immediate investigation into the matter. Complaints may be resolved through informal or formal procedures and appropriate action will be taken. Informal means are encouraged as the beginning point, but the choice of where to begin normally rests with the complainant. However, if the complaint-receiving official believes that the matter is sufficiently grave because it seems to be part of a persistent pattern, because of the nature of the alleged offense, or because the complainant seeks to have a sanction imposed, then the complaint-receiving official will initiate a formal procedure, or take other appropriate action.

### **PROTECTION OF COMPLAINANT**

No employee or student shall be subject to adverse action in retaliation for any good faith report of sexual harassment under this policy. However, this sexual harassment policy shall not be used to bring frivolous or malicious complaints against students, faculty and other employees. If a complaint has been made in bad faith, as demonstrated by clear and convincing evidence, disciplinary action may be taken against the person bringing the complaint. To the fullest extent practical, all reports of sexual harassment will be kept confidential.



## STUDENT GRIEVANCES

Whenever an Opp City School System student believes that he/she has a complaint, every effort is to be made to arrive at a satisfactory resolution of the problem on an informal basis. When this cannot be done, students can resort to the more formal procedures as provided herein.

- I. Definitions
  - A. Complaint shall mean any alleged violation, misinterpretation or any inequitable application of any published policy, rule or regulation of the school system. Complaint shall not apply to any matter in which the method of review is prescribed by law. Complaints are objections to a specific act or condition.
  - B. Complainant shall mean any student or group of students, directly affected by the alleged interpretation or violation, filing a complaint.
  - C. Faculty/Staff and Administration shall mean the employees of the Opp City Board of Education or representatives under the direct supervision of an employee of the school board.
  - D. Day shall mean a school/academic day.
- II. Time Limits - The number of days indicated at each level is to be considered the maximum. Time limits may be extended by mutual agreement between the parties.
- III. Released Time - The complaint procedure will normally be carried out during non-instructional time. If, however, the Board elects to carry out provisions during instructional time, the complainant shall not lose academic credit.
  - A. Informal Discussion - If a student believes there is a basis for complaint, he/she shall discuss the complaint with his/her principal or the designee of the principal (except in cases of discrimination or harassment involving the principal or the designee), in which case the complainant shall report to the Equity Coordinator or other person designated by the Superintendent) within five (5) days of the occurrence of the alleged violation except in cases involving harassment or discrimination in which thirty (30) days will be allowed.
  - B. Level One - If the complainant is not satisfied with the informal resolution he/she may, within ten (10) days, file a formal complaint in writing and deliver it to his/her principal or designee. The principal or designee shall communicate his/her principal or designee. The principal or designee shall

communicate his/her answer in writing to the complainant within ten (10) days of receiving the written complaint. Class complaints involving more than one (1) principal or designee and complaints involving an administrator above the building level may be filed by the complainant at level two.

C. Level Two - If the complainant is not satisfied with the resolution at level one he/she may, within ten (10) days of the answer, file a copy of the complaint with the Superintendent. The Superintendent shall indicate his/her disposition in writing to the complainant within ten (10) days.

D. Board Appeal - If the complainant is not satisfied with the resolution by the Superintendent, he/she shall have the right to appeal the Superintendent's decision to the Opp City Board of Education, provided request for placement on Board agenda is filed within ten (10) days.

- IV. Confidentiality will be provided to the extent possible to any student or affected party who alleges discrimination or harassment.

### **STUDENT LOADING/UNLOADING**

**Car riders** will load and unload in the front of the school or in the circular loop at the cafeteria. Students loading or unloading in front of the school should do so in the **right or left** lanes only. Students loading or unloading on the left side adjacent to the superintendent's office should use the crosswalk to enter the building. **It is extremely dangerous for students to load or unload in the CENTER lane, and to cross between vehicles.** Due to the lack of supervision students should not be picked up or dropped off behind the gym.

**Bus riders** will load and unload at the entrance to the cafeteria. Students may NOT be dropped off or picked up in the upper teacher's parking lot. It is extremely dangerous for students to be dropped off or picked up directly on Stewart Street. You should use the circular drive for safety purposes.

### **STUDENT PROBLEMS**

If a student encounters a problem of any kind while at school, he/she should immediately tell a teacher, counselor or principal. Parents should not assume that school officials are aware of a problem that a student might be experiencing at school. For this reason, the student should inform the teacher or principal if such problems exist.

Harassment, intimidation and bullying are serious offenses and will not be tolerated. If you have been a witness to or suspect a bullying offense, please complete the form located Opp City School's website or hard copies can be picked up in the school office.

### **STUDENT RIGHTS AND DUE PROCESS**

A "right" is something, which belongs to you and cannot be taken away by anyone. Your classmates and teachers have the same rights:

1. **YOU HAVE A RIGHT TO BE YOURSELF AT SCHOOL.** This means you should not be treated unfairly because you are tall or short, a boy or a girl, have blond or black hair, or because it takes you a little longer to get the right answer.
2. **YOU HAVE A RIGHT TO BE RESPECTED AND TREATED WITH KINDNESS AT SCHOOL.** This means that others should not laugh at you, call you names, make fun of you, or hurt your feelings. No one should embarrass you in front of the class.
3. **YOU HAVE A RIGHT TO LEARN ABOUT YOURSELF AT SCHOOL.** This means you may talk about your ideas and feelings if it does not take away the rights of others.
4. **YOU HAVE A RIGHT TO BE SAFE AT SCHOOL.** This means no one should make you afraid to come to school. They should not hurt you or threaten to hurt you.
5. **YOU HAVE A RIGHT TO TELL YOUR SIDE OF A PROBLEM BEFORE ANYTHING HAPPENS.**

This means that you will not be punished for breaking a rule or taking someone else's rights away without a chance to tell your side of the story.

### **TELEPHONE**

The office telephone is a business phone and is not to be used by students. In the case of emergency, an adult will make a call for the student (this does not include items left at home and what time to pick a student up). Students are **NOT** allowed to use classroom phones!

### **TEXTBOOKS**

Students will be issued textbooks in all classes where textbooks are used. Upon issuance, the books become the responsibility of the student. Students must recognize their responsibility for the proper care of books checked out to them by observing the following practices:

1. Notify the teacher of any previous damage when the book is issued.
2. Keeping the book clean outside and inside
3. Refraining from marking the book with pen or pencil
4. Keeping the pages free of fingerprints
5. Avoiding turning down, tearing, or otherwise damaging pages
6. Refraining from placing the book where it may become soiled or damaged by the weather
7. Keeping the book protected with a book cover (optional)  
 If lost or damaged, parents and pupils must accept liability in excess of that which would result from normal use. For such loss or damage, the pupil will be assessed a variable of:
  1. Full price if new when issued
  2. Seventy-five percent of full price for books two years old
  3. Fifty percent for books three years old or older

No textbook will be issued to any pupil until all charges for lost or damaged textbooks have been paid. All textbooks must be returned to the school by the pupil when he/she is promoted or transferred and when he/she terminates his/her attendance for any other reason.

### **TOBACCO PRODUCTS**

The possession or use of tobacco/nicotine or nicotine alternatives (cigarettes, chewing tobacco, skoal, vape, juul, e-cigarettes etc.) is prohibited on Opp Middle School campus. Students caught with tobacco/nicotine or nicotine alternatives or using tobacco/nicotine or nicotine alternatives will be disciplined as follows:

1<sup>st</sup> Offense – Two days suspension and ABC (Alabama Beverage Control) will be contacted and student will be given a citation.

2<sup>nd</sup> Offense – Suspension of five (5) days and ABC (Alabama Beverage Control) will be contacted.

3<sup>rd</sup> Offense - Alternative School Placement for up to forty-five (45) days and ABC (Alabama Beverage Control) will be contacted.

## **TRANSFER STUDENTS ADMISSION REQUIREMENTS**

After students wishing to enter Opp Middle School have established residence, guardianship requirements and presented the proper health records, copies of social security card and birth certificate, they will be registered temporarily and assigned to classes and levels pending receipt of the following:

1. Official transcript of personal and academic records
2. Test and guidance records

Parent or guardian must enroll student at Opp Middle School.

## **VISITORS**

Visitors must report to the office and get permission before visiting classrooms or elsewhere on campus. However, parents are welcome and encouraged to visit the school to discuss the progress of their child with teachers. Please call the office and make an appointment to schedule a conference.

## **WEATHER**

Due to dangers involved in attempting to dismiss students during an active tornado; we request that parents do not pick their child or children up during this time. For the safety of students and staff during inclement weather (dangerous lightening, flooding, etc.) dismissal procedures may be altered.

## **WITHDRAWAL**

A student who is leaving or transferring to another school should notify the office. He should obtain withdrawal forms from the office before reporting to his homeroom for the last day of school. All personal belongings must be removed from the locker. Library books and textbooks must be checked in before the student is officially withdrawn. The school office should be given a minimum of a **24-hour notice** in order to prepare the withdrawal forms.

Opp City School District  
Family Educational Rights and Privacy Act (FERPA)  
Annual Notice of Student Education Record Privacy

Parent/Guardian:

Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds. FERPA gives parents certain rights with respect to their child's education records. When a student reaches the age of 18 or attends a post-secondary school or college, the parent's rights transfer to the student and the student is then an "eligible student" under the law. Under FERPA, parents and eligible students have the following rights:

1. To inspect and review the student's education records maintained by the school within 45 days school's receipt of a written request. The request should identify the record(s) being inspected. The school is not required to provide copies of records and may charge a fee if copies are requested. The following staff person may be contacted to seek access to your child's records: Kristi Meeks; Telephone 334-493-6332 E-mail Address kmeeks@oppboe.com. You will be notified of the place and time the record(s) may be available for review.
2. To request that a school correct records believed to be inaccurate or misleading, the request must be in writing and clearly specify: (a) the part of the record requesting to be changed, and (b) why it is inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to place a statement in requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child's special education determination. The following staff person may be contacted to request an amendment to your child's record: Sharon Spurlin Telephone 334-493-6332 E-mail Address sspurlin@oppboe.com.
3. To control the disclosure of their child's personally identifiable information from their education record, parents may request that the school, with certain exceptions, obtain their written consent prior to the disclosure of student information. An exception which permits disclosure without consent is disclosure to school staff with legitimate educational interests, such as a person employed by the district: a person serving on the school board; or a parent or student serving on an official committee, such as a grievance or disciplinary committee or assisting another school official; school official has a legitimate education interest if the official needs to review an education record in order to fulfill a professional responsibility. To file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA at the following address:

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

Opp City School District  
Protection of Pupil Rights Amendment (PPRA)

## Annual Notice to Parents

Dear Parent/Guardian:

It is very important to us to let you know of your rights regarding district surveys, collection and use of student information for marketing purposes, and certain physical examinations. These rights include:

1. Consent before students are required to complete a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education. Political affiliations or beliefs of the student or student's parent; Mental or psychological problems of the student or student's family; Sex behavior or attitudes; Illegal, anti-social, self-incriminating or demeaning behavior; Critical appraisals of others with whom respondents have close family relationships; Legally recognized privileged relationships, such as with lawyers, doctors or ministers; Religious practices, affiliations or beliefs of the student or parents; or Income, other than is required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of – Any other protected information survey, regardless of funding' Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required unless State law; and Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. Inspect, upon request and b before administration or use- Protected information surveys of students; Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and Instructional material used as part of the educational curriculum.

When a student reaches the age of 18 or is an emancipated minor under State law, the parent's rights transfer to the student. The district has adopted policies, in consultation with parents, regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. Parents will be notified of these policies at least annually at the start of each school year and after any substantive changes. The district will also inform parents at the beginning of the school year if the district has identified the specific or approximate dates of activities or surveys. For activities scheduled after the school year starts, parents will be provided reasonable notification of the planning activities and surveys and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. The following are specific activities and surveys covered under this requirement:

Collection, disclosure or use of personal information for marketing, sales or other distribution; Administration of any protected information survey non-funded by the U.S. Department of Education; and Any non-emergency, invasive physical examination or screening as described above. Attached, if scheduled at this time, is a "Scheduled Activities and Surveys" notice. For your convenience, we have also attached a "Parent Consent and Opt-Out Response" form that must be returned to the office.

To file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of PPRA, contact:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-5901