Opp Elementary School

STUDENT HANDBOOK 2026-2027

Opp City School District

MISSION STATEMENT

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

Opp City School District

BELIEFS STATEMENTS

- High expectations and big 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-rounded 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.

OPP ELEMENTARY SCHOOL
MOTTO:

The Future Begins Here!

OPP CITY BOARD OF EDUCATION

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OPP CITY SCHOOL ADMINISTRATION

Mr. Matt Blake, Superintendent

OPP ELEMENTARY SCHOOL FACULTY

Mrs. Katelyn Anderson, First Grade
Ms. Alex Ann Ballard, Kindergarten
Mrs. Kristal Bentley, Paraprofessional
Mrs. Carol Blair, Second Grade
Ms. Kaitlyn Bradley, Kindergarten
Mrs. Diane Calhoun, Fourth Grade
Mrs. Kim Christ, Paraprofessional
Mrs. Alison Clark, School Nurse
Mrs.Tachae Coachman, Fourth Grade
Mrs. Brittney Crapps, Paraprofessional
Mrs. Brittney Ezell, First Grade
Mr. Russell Folmar, Special Ed
Mrs. Elizabeth Forsyght, Paraprofessional
Mrs. Heather Gafford, Fourth Grade
Mrs. Diana Greenacre, Special Ed.
Mrs. Shea Hartman, Reading Coach
Mrs. Crystal Hawthorne, Asst. Principal
Mrs. Angie Heath, Kindergarten
Mrs. Keena Hightower, First Grade
Mrs. Allison Hines, Paraprofessional
Ms. Crystal Howell, Speech
Mrs. Georgianna Hughes, Music/Art
Mrs. Jennifer Jackson, Third Grade
Mrs. Sara Jones, Kindergarten
Mrs. Gracyn King, First Grade
Ms, Josie Knighten, Kindergarten
Mr. Orando Lacey, PE Paraprofessional
Mrs. Tracy Madden, Kindergarten
Mrs. Alexa Maddox, Special Services
Mrs. Christina Marcotte, Special Services/Gifted
Mrs. Heather McLeod, First Grade
Mrs. Kristi Meeks, Counselor
Mrs. Emily Nall, Second Grade
Mrs. Leslie Norris, Physical Education
Mrs. Garyn Patel, Third Grade
Mrs. Geneva Phillips, Clerical Aide
Mrs. Jaylyn Phillips, Third Grade
Mrs. Cindy Pierce, Pre K
Mrs. Kate Presley, Third Grade
Mrs. Amy Reynolds, Speech
Mrs. Bridgett Rideaux, Pre K
Mrs. Jamis Rogers, Paraprofessional
Mrs. Mackenzie Rushing, Second Grade
Mrs. Haley Sasser, Second Grade
Mr. Shawn Short, Principal
Mrs. Jade Soles, Special Services
Mrs. Christie Spurlin, Sec/Bookkeeper
Mrs. Katie Stinson, Media Specialist
Mrs. Kristi Taylor, Paraprofessional
Mr. Josh Thompson, Physical Education
Mrs. Ashley Wicker, First Grade
Mrs. Shannon Williamson, Fourth Grade
Mrs. Tori Wilson, Math Coach
Mrs. Dottie Wood, Special Services
Mrs. Bailey Worley, Third Grade
Mrs. Kerri Wyatt, Second Grade

SCHOOL SUPPORT PERSONNEL

Mrs. Kim Anderson, Cafeteria Manager
Mrs. Leslie Jackson, Assistant Manager
Mrs. Kim Crittenden, Cafeteria
Mrs. Laura Cooke, Cafeteria
Mrs Glenda Mack, Custodian

Welcome to Opp Elementary School

Dear Students and Parents/Guardians,

It has been my pleasure to work at Opp City Schools for over 29 years. We have a wonderful school, and our staff takes pride in the development of our children. At OES, we believe all children can excel when learning is meaningful and connections are made to their lives and experiences.

We believe that open communication between school and home is vital to the educational process. I ask for your support and participation in this effort by sending your child to school everyday, encouraging him/her to read for pleasure every night, monitoring homework and progress, and asking your child to share what they learned at school each day. Our school community is successful due to our highly qualified staff, talented students,caring and involved families and community members. I have an open-door policy at OES. If you need to speak to me, please feel free to come by or call me at 334-493-6031.

Sincerely,
Shawn Short
Principal

The Future Begins Here!

POLICIES

The following are the policies for the Opp Elementary School for the 2025 - 2026 school year. They are written to facilitate the efficient operation of the school and provide an environment in which all students may work and learn to their fullest potential. Students and parents should read these policies carefully. Any questions should be directed to the principal.

A. ATTENDANCE

STUDENT ATTENDANCE POLICY

It is the belief of the Opp City Board of Education that regular school attendance is important to all students and to the success of the district. It is further believed that course content and grading procedures should be structured in such a fashion that regular attendance is necessary in order to successfully complete course assignments.

Subject to parental guidance, each student must be responsible for his/her own attendance. Administrators and teachers will make every effort to encourage regular attendance by students and to solicit assistance from parents and guardians in accomplishing this objective.

An absence is defined as non-attendance in a regularly scheduled class or activity, except for participants in school-related activities. Only participants in school activities will be excused automatically. For all other absences, a parent note is required.

A student shall be excused for absences from school for the following reasons:

- Illness
- Inclement weather, which would be dangerous to the life of the pupil if she/he attended school;
- Legal quarantine, death in immediate family, emergency condition as determined by Superintendent or principal;
- Prior permission of principal and consent of parent or legal guardian.

To be excused, a note must be brought within two days of returning from an absence. Schoolwork missed due to excused absences may be made up and a grade shall be awarded. The teacher should remind students that they have make-up work, but it is the responsibility of the student to make arrangements to make up all the work.

The correlation between school attendance and student learning is undeniable, and we must use every resource, advantage, and opportunity available to ensure families understand the importance of school attendance as it relates to the student's success.

Preventing chronic absenteeism has become a greater need than ever, and we, students, families, and communities must continue to work together to increase student attendance.

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Out-of-school suspensions are categorized as unexcused absences. Missed school work due to unexcused absences will be handled in accordance with the specific guidelines and procedures established by the school they attend.

Please note, these stipulations only apply to **unexcused absences**. We will continue to follow the established process for make-up assignments resulting from an excused absence.

Any student enrolled in grades K-8 who accumulates 20 or more unexcused absences during the school year is subject to being retained in the same grade. Partial day absences will be cumulative in computing this total.

A student suspended from school for disciplinary reasons for any number of days will have that number of days charged against the total number of absences allowed.

Parent Notes:

- Six (6) days per year will be excused with a parent note.
- Absences beyond six(6) days per year must be substantiated by a physician's statement unless excused by the principal.
- This policy aims to ensure regular attendance while providing flexibility for genuine circumstances. Please adhere to these guidelines to maintain good standing with the school's attendance policies.

Check–Out Policy:

- Any checkouts before 11:30 will count as an all-day absence.
- Students who are checked out before 2:45 will be counted as unexcused check out. For a check-out to be excused the student must return a doctor's, dentist's, or health official's note.
- **Check-outs will require proper identification**
- Please make sure that the person checking out a student is listed on the student's pick up list.

B. TRANSPORTATION POLICIES AND PROCEDURES

TRANSPORTATION STATEMENT

The Opp City School System provides bus transportation as a privilege to our students. *Although city school systems are not required to provide transportation, we do so in an effort to assist parents with transportation needs*. The Transportation Department considers three (3) main objectives vital to the program's success. These are SAFETY, EFFICIENCY, and ECONOMY with **SAFETY** being the utmost priority.

SCHOOL STUDENT - PARENT INFORMATION

It is the responsibility of the parent/guardian to study, inquire, and understand the policies and rules of the Opp City Board of Education.

It is the responsibility of the parent/guardian to ensure that their children know and obey all the rules and regulations and to respect the driver and the rights of others.

In an effort to maintain consistency in transportation, as well as keep our students safe and secure, the address given at the beginning of the school year or enrollment (based on your power bill) will be the address used to determine your child's bus stop location.

If your child needs to be transported to a different address in the afternoon, such as daycare or another caregiver, then that address has to be given at the beginning of the year or enrollment. ***The only time a change will be made in the pickup and/or drop-of location is when your permanent address changes and you provide a current power bill for the new location. This change must be made in person at the school of ice; otherwise, the child will be picked up and/or dropped of at the address given at the start of transportation for the child.***

A request for a transportation change related to bus transportation **MUST** be made in person and, if approved, can be subject to a two-day processing period before the authorization to ride a bus becomes official.

It is not possible to deliver a child to one location for part of the week and to a different location the rest of the week. For the safety of your child and effective transportation, the pickup and drop-off locations must remain consistent.

We realize that there are situations that arise where parents might like to make a short-term change in their child's transportation, **but we must deliver the child to the established drop-off address and no changes will be made based upon phone calls or written correspondence.**

Only students who are registered or currently enrolled in grades K-12 for Opp City Schools will be transported.

Bus stops are determined by the safety of road conditions, number of students needing transportation service in an area, and any other factor that OCS deems necessary.

Students awaiting pickup should stand clear of the roadway in the designated bus stop area.

Each OCS school bus is assigned a specific area of coverage. All bus stops will be within the city limits of Opp and no closer than five hundred (500) feet to each other unless safety concerns deem it necessary.

The implementation of these transportation rules may seem excessive and may cause some level of frustration for parents at some point within the school year. However, the intent is to do what we can to keep all of our students safe and to do what we can to prevent unintended errors as we transport over 600 students daily.

Opp City Schools strives to provide transportation that is efficient and timely. Occasionally, this may change for unforeseen circumstances. We ask that parents and students be prepared for at least a 15-minute window before and/or after a scheduled pickup or drop-off time.

The bus driver has full authority over students while they are riding the bus. He/she will be firm but fair with each student. The bus driver will assign seats to the students based on safety and need. Family members will be placed together as much as possible.

Transportation will not be provided for students going to a place of work. Transportation requests made for non-educational businesses will be assessed for safety and liability. Transportation will be provided to state-accredited daycare providers and certified educational support programs.

Students transported by school buses, OCS Board-owned vehicles, other approved vehicles operated by Opp City Schools employees, or chartered transportation are under the jurisdiction of school officials at all times.

In the event an incident occurs on the last day of a school semester, the issue will be addressed promptly and the disciplinary action, if any, will begin the first day of the next school semester.

Per the Alabama Act 2013-347 (Charles "Chuck" Poland, Jr. Act) is unlawful to trespass on any school bus. This is punishable by a fine of up to $6000 and up to one year in jail.

EXCEPTIONS

If a child rides a bus and needs to become a car rider for the day, that information must be communicated to the school **before 2:00 P.M**. on the day of the change. That change needs to be made in person or communicated directly to the principal or assistant principal. The person picking up the child must be listed on the child's contact list and have proper identification. **Changing from one type of transportation to another is very confusing, especially for small children, so we encourage these changes to be made only in emergencies.**

All OCS school offices will be closed at 2:30 PM to prepare for dismissal. **If you need to check your child out of school, it must be done before 2:30**. *School personnel will verify through some form of personal identification, such as an example of a driver's license, that the individual checking out the child is listed on the child's contact list.*

Questions regarding transportation procedures should be directed to the school principal, the Transportation Director, or the Superintendent of Opp City Schools.

SCHOOL BUS CONDUCT

The privilege to ride an Opp City School bus is conditional upon the behavior, conduct, and observance of following the rules and regulations that follow:

1. Students should observe classroom conduct (except for low-volume ordinary conversation) at all times when loading, unloading, and riding the bus. Students are also required to obey all school rules and regulations applicable during school hours while riding an OCS-approved vehicle and at bus stops. The school bus is an extension of the school even during extra-curricular activities and hours.
2. Students will obey the driver promptly concerning conduct on the bus. Failure to do this or engaging in conduct that endangers the safety and welfare of one's self or others will result in disciplinary action such as suspension or expulsion from the use of school-provided transportation.

3. Students shall load and unload the bus only at their approved bus stop and are expected to be on time. Due to unforeseen circumstances, a bus could run early or late. Please be at the bus stop at least 15 minutes before the normal time.
4. Profanity, vandalism, obscene literature and/or pictures, smoking, vaping, consumption of alcohol, any form of inappropriate behavior, any form of weapons, combustible liquids, and any other dangerous or illegal substance or materials are forbidden in any school-approved vehicle.
5. Students should not have any part of their body out of a window at any time.
6. Students will not throw objects from the bus at any time.
7. Students shall respect the rights and safety of others.
8. Unnecessary conversation with the driver should be avoided.
9. Electronic devices are for personal use only. They are not to be shared with any other student. Headphones are required when listening but volume must be at a level that the student can hear the driver.
10. Video being made by a student at any time is expressly prohibited.
11. Failure to obey a driver's instructions can result in disciplinary actions from a school administrator including but not limited to suspension from riding the bus. The driver will report the violation(s) to the appropriate administration promptly.
12. Unauthorized eating and/or drinking on the bus is prohibited.
13. Students will sit in their seats properly, facing forward and not having their legs or arms in the aisle. They are not allowed to move around the bus while it is moving. When it is stopped, unless they are unloading, they are not allowed to move around without the approval of the bus driver.
14. Students must exercise proper care and treatment of the bus and bus equipment at all times. Abuse and damage to the bus must be paid for by the student or their parent(s)/guardian(s). 15. Students will load and unload the bus at their approved bus stop.
16. Students should enter and exit the bus in a manner that is safe and not hazardous to themselves or others.
17. Students are not permitted to sit in or on parked buses.

The Opp City Board of Education, as a service, provides transportation for selected activities to the students enrolled in the Opp City School System. The Board reserves the right to deny or revoke a student(s) privileges of being transported at public expense (OCS school bus), provided the policies and school rules and regulations outlined above are not followed.

All administration within the Opp City School System is authorized to suspend a student's transportation privilege (to which transportation is not provided by the Opp City School System) due to misconduct or misbehavior while en route to and from school. It should be noted that any student who accumulates more than two bus suspensions during the school year will be denied bus riding privileges for the remainder of the school year.

Parents/Guardians are expected to receive their child safely from the take-home location each day. **For elementary-age and special needs children, the bus driver needs to see an adult at the drop-off location or residence before the child will be allowed to get off the bus.**

If parents/guardians are not at the appropriate location to receive the student or if the student is locked out of the home, the child's school bus driver has been instructed to transport all elementary school students to Opp City Schools' Transportation Department located 906 Hwy 84 East, located beside Opp High School. Special needs students will be transported back to their assigned school.

The bus driver will wait for an appropriate amount of time, based on bus stop location, not to exceed 2 minutes.

The first time no one is available to receive the student, the parent/guardian or other persons listed in the student's school record will be contacted to pick up the student at the designated location mentioned above. Subsequent incidents may result in additional consequences including but not limited to notifying the School Resource Officer, Department of Human Resources (DHR), or suspension of transportation privileges.

CONTACT INFORMATION MUST BE KEPT CURRENT AT ALL TIMES.

TRANSPORTATION CARRY-ON POLICY

Student safety is our utmost priority within the transportation department. Since carry-on items can at times compromise the safety of those with the carry-on and/or other riders, it is necessary to limit the size of items that can be carried on a route bus.

1. All cases or bags, including backpacks, must be able to fit in the lap of the student and not impede the aisle nor interfere with another student's ability to sit in the seat. 2. Large cases or bags may be deemed unable to be carried, examples of these items are band instruments and/or cases and athletic equipment and/or bags.
3. Items that are judged to risk the safety of others or impede the view of the driver. may not be carried on a route bus. The bus driver and school administrator will make this judgment. Examples of items that may not be carried on the bus include color guard flag poles, ball bats, football equipment, balloons, and flowers.

USE OF VIDEO CAMERAS ON SCHOOL BUS

The Opp City Board of Education supports the use of video cameras on school buses as a means to monitor and maintain a safe environment for students and employees. The video cameras may be used on buses for transportation to and from school, field trips, and curricular and extracurricular activities. The contents of a video may be used as evidence in a student disciplinary proceeding.

The content of the video is a student record subject to OCS Board policy and administrative regulations regarding confidential student records. Only those persons with a legitimate educational purpose may view the video. In most instances, those individuals with a legitimate educational purpose may be, but not limited to, Board of Education members, Superintendent/Assistant Superintendent of Schools, Transportation Director, School Principal/Assistant Principal, Bus Driver, and other school Administrators. In the event the content in question occurs during a school-sponsored activity, the sponsor or coach may have access to the video. If the content of the video becomes the subject of a student disciplinary proceeding, it may be treated like other evidence in the proceeding.

NOTICE

The Opp City Schools Board of Education has authorized the use of video cameras on school system buses. The video cameras will be used to monitor student behavior in order to promote and maintain a safe environment for all students. Students and parents are hereby notified that the content of the video footage is confidential student records and may be retained with other student records. Video hard drives will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the school administration.
Parents/Guardians may request to view the video footage of their child if the video footage is used in a disciplinary proceeding involving their child.

CAR RIDERS

The Opp City School System provides bus transportation to students, and students are encouraged to take advantage of this service. For students ***not*** riding a school bus, the following pick up and drop off procedures must be followed:

1. **Morning Drop-Off Procedures:** Students must be dropped off on the North side of the school. DO NOT drop students off in the teacher's parking lot or at the gym.

   Teachers will be on duty beginning at 7:10 a.m. to provide supervision for these students. Students should report to school no later than 7:50 a.m. on regular school days. A special effort should be made to have children on time each day. Any student arriving at school after 7:50 a.m. is considered tardy and should come to the office for a tardy slip before going to class. Tardies not only penalize the child but also disrupts the entire class. Parents shall be notified by the school attendance clerk and/or principal when a student has accumulated 5 unexcused tardies.

2. **Afternoon Pick-Up Procedures:** Students not riding a school bus are to be picked up on the North side of the school. Parents should remain in the car line to pick up their child.

   A teacher is provided for supervision in the afternoons until 3:15 p.m. School will be dismissed at 2:45 p.m. You should wait for children in the car line. Please be careful and watch for children when entering and leaving the pickup zone. Please observe "no parking" and cooperate in keeping "continuous flow lanes" flowing. Parents are strongly encouraged to refrain from cell phone use while in the car line.

3. **Rain or Bad Weather at End of Day**

   Places students can be located at the end of school if bad weather is occurring: ●
   Students riding the bus will be called from the office to load the bus.
   - Students who go home in cars will be called to the first grade hall and dismissed from there.

   Teachers will be on hand to help assist parents with locating and loading children. If a weather warning has been issued before school has been dismissed, students will go to their designated areas for bad weather. If the situation occurs we ask for parents to wait until the warning has been lifted or report to the office for further instructions.

C. CAFETERIA

1.The cafeteria will serve hot, balanced meals in accordance with the standards set forth under the National School Lunchroom Act. 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 except in cases where such is recommended by a physician or for health reasons.

1. All students must go through the lunch line.
2. Lunch and breakfast are free to all students..
3. The lunchroom will be open to serve breakfast beginning at 7:10 a.m. and ending at 7:30 a.m. each day.

D. DRESS

What we wear reflects our personality and behavior patterns. Students are expected to wear clothing appropriate for school. Midriffs should be covered. Obscene T-shirts or hats with language pertaining to tobacco or alcohol, sexual innuendos, wrestling attire, or any other attire with gory pictures or foul language will not be allowed. **No hats, caps, hoodies or other headgear will be allowed to be worn inside the school building**. Clothing should be in good taste for the age, maturity and size of the student. Shoes must be worn for protection. Jewelry, which is deemed inappropriate or poses a health hazard or distraction, will not be allowed.

E. WITHDRAWAL

A student who is leaving or transferring to another school should notify the office. Withdrawal forms must be obtained from the office. All textbooks and library books must be turned in at the time of withdrawal.

F. 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 presents an extreme hardship on a student's well-being. Students may be excused from physical education for a period up to one week by the parent or guardian writing a note to the student's homeroom teacher, requesting that the child be excused from physical education. If the student needs to be excused from physical education for a period longer than one week, a statement from the student's doctor should be sent to the student's homeroom teacher. When notes are sent to school, the principal or the homeroom teacher will initial them and forward them to the physical education instructor.

Students need to wear shoes to school suitable for Physical Education. No instructional time will be forfeited to allow for SHOE change.

G. PARENT TEACHER CONFERENCES – VISITATION

1. Parents who find it necessary to see students during the school day should report to the office first in order to help the administration prevent any unauthorized adult from being on the premises and to minimize interference with classes.
2. Parents may schedule conferences with teachers from 2:50 until 3:20 on Monday, Tuesday and Thursday, or at other times convenient to both parties. Please call the office to schedule these conferences.
3. Conferences should not be held prior to school in the morning unless both the teacher and parent have scheduled a conference. This is a time when a teacher needs to be preparing for the day's work for all the students assigned to them for instruction.

H. DISCIPLINE

See the Opp City Schools Code of Conduct.

I. REPORT CARDS

Report cards will be issued four times during the year through the office and should be signed by parents and returned to the homeroom teacher. Midterm grade reports will be sent by homeroom teachers and also should be signed by a parent before being returned.

J. SNACKS

All snack money should be sent separately from lunch money. Students may purchase a nutritional snack (a variety of chips, fruit roll-ups & cookies), juice, water or Propel for **$1.00 each**.

Snacks sold through the school will follow Alabama's Action for healthy kid standards.

Those guidelines are as follows:

In 1-1/2 ounce servings these snack foods are:

- Low or moderate in fat (10% or less Daily Value of total fat).
- Have less than 30 grams of carbohydrates (10% or less Daily Value of carbohydrates)
- Have less than 360 mg. of sodium.
- Contain 5% Daily Value or more (10% is healthiest of at least one: Vitamin A, Vitamin C, iron or calcium).
- Contain fiber (5% Daily Value).

WATER BOTTLES - Students are permitted to have a clear water bottle with a screw on top with water **ONLY**!

K. BIRTHDAYS:

You are welcome to bring store bought cupcakes or cookies to be given out for your child's birthday. **Teachers will not be allowed to pass out other items such as drinks, chips, toys or goody bags.**

L. TEXTBOOKS

Students will be issued system owned textbooks in all classes where textbooks are used. Upon issuance, these books become the responsibility of the student. If lost or unusually damaged, the student must pay for them.

M. DETENTION AFTER SCHOOL

Students may be requested to remain after the regular hours of school up to a period of thirty minutes for the purpose of individual conferences, make-up work or for disciplinary reasons, provided a day's notice is given to parents or approval is given by phone on the day of occurrence.

N. PROMOTION/ RETENTION- REGULAR PROGRAM

The process of making decisions as to promotion and retention of elementary students should take into consideration a variety of factors including age, maturity, motor coordination, capacity for learning, and academic progress. The determination process should involve the principal and teacher(s) with the authority for determining promotion and retention resting entirely with the teacher(s) and principal, except that a kindergarten student may be retained only upon approval/agreement of the student's parent(s) or guardian(s).

If a student needs to be retained based on the teacher's professional judgment of the student's academic performance and/or factors, the parent(s) or guardian(s) of that student would be informed as early in the school year as possible. In all cases, the decision of whether a student should be promoted or retained shall be made by the principal on the basis of which grade placement provides the student a better chance of progressing in his/her educational development.

O. STUDENT PROBLEMS

If a student encounters a problem of any kind while at school, he/she should immediately tell a teacher or the principal. The principal maintains an "open door" policy and students may feel free to discuss problems of both an educational and personal nature at any time. If a student has a problem during the school day, he/she should discuss this with his/her teacher or obtain from his/her teacher permission to talk with the principal or guidance counselor. Parents should not assume that school officials are aware of a problem that a student might be having at school and should thus inform the teacher or principal if such problems exist.

P. LOST AND FOUND

If your child loses a coat or any item, please have him/her check the lost and found boxes. **All outer clothing should have the student's name written in the garment so that they may be returned to the student if lost.** Parents please help us with this.

Q. MEDICATION POLICY FOR OPP CITY SCHOOLS

All medications (prescriptions, inhalers, aspirin, Tylenol, cough syrup, Pepto-Bismol, etc.)brought to school must be age appropriate and in an unopened, original container, with the child's name, name of the medication, directions and dosage for administering, and expiration date legible on the container. All medications should be taken to the nurse's office for storage and administering.

NO MEDICATIONS ARE TO BE KEPT BY THE STUDENT OR TEACHER FOR ADMINISTRATION. STUDENTS WHO ARE CAUGHT IN POSSESSION OF MEDICATIONS WILL BE REPRIMANDED FOR FAILING TO COMPLY WITH MEDICATION POLICY!

PRESCRIPTION MEDICATIONS

All Prescription Medication must be registered with the School Nurse. Prescription medication must be properly labeled with student's name, prescriber's name, name of medication, dosage, time intervals, route of administration and the date of drug's expiration when appropriate

Alabama State Department of Education, School Medication Prescriber/Parent Authorization (PPA) form must be completed and signed by **BOTH THE PRESCRIBING PHYSICIAN AND THE PARENT/LEGAL GUARDIAN** prior to any **PRESCRIPTION** medications being administered to children at school. This order (PPA) will be good until the Stop date indicated on the form or one year from stop date.

OVER THE COUNTER MEDICATIONS

Over-The-Counter Medication (OTC's) must be presented to the School Nurse. OTC's must be in the original, unopened, and sealed container. Alabama State Department of Education, School Medication Prescriber/Parent Authorization (PPA) form must be completed and signed by the parent/legal guardian **ONLY** (no physician signature required). This order (PPA) will be good until the Stop date indicated on the form.

INJURY/ACCIDENT

In the event of injury or severe illness to any student in the Opp City Schools, 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.

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, and preschool and other health assessment clinics as needed. Parents may choose to decline their child's participation in vision, hearing, and/or scoliosis screenings by providing written documentation of such to the school nurse at the beginning of each school year. Any child who does not have written documentation on file, requesting they not participate in a particular screening, may be screened at any time deemed necessary by school officials throughout the year.

Notification of a child's failure in any screening program will be sent home to parents 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 sees 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.

Parents will be notified of their child's head lice by phone, if possible, or by a letter in a sealed envelope. Parents should do the following:

a. Shampoo your child's hair with any of the lice shampoos or rinses available at the Drugstore. All these products must be used carefully, observing all safety guidelines. b. Remove all nits (eggs) to ensure complete treatment. Most lice shampoos do not kill all the nits and survivors will hatch within 7-10 days, generating a cycle of self-reinfestation. **Therefore, a second treatment will be necessary after 7 days.** c. A parent should accompany their child to the school nurse's office upon returning to school. Once cleared by the nurse the child will be allowed to return to class. No child may participate in any school activity or ride a school bus until cleared by the school nurse.

d. Those students who are given proper treatment and are louse/nit free are permitted to return to school the next day once cleared by the nurse. No more than three (3) days of absence from school will be considered excused. If an incident occurs at the end of the week, the student will be required to return to school louse/nit free the following Monday to avoid unexcused absences.

ILLNESS AND ABSENCES

Any child who has been absent due to sickness should be free of fever, vomiting and diarrhea for 24 hours before returning to school.

Special health services are available to help students and parents recognize potential health problems 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.

R. 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 United States.

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 overcome the body's immune system and pass through the lining of the nose and throat into the bloodstream where they cause 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
- 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 some information.

For more information on this and other vaccine, recommendations go to:
www.adph.org/immunization

S. STUDENT RECORDS

All information regarding students and their families shall be collected, maintained, and disseminated under such safeguards as are necessary to comply with the Family Educational Rights and Privacy Act of 1974. The Board shall require adherence to the provisions of the said Act.

The following definitions apply to this policy statement:

1. "Education Records" means records which
   (a.) are directly related to a student and
   (b.) Are maintained by the education agency or school by a party acting for the agency or the school.

   The following are excluded from the term "Educational Records": records of instructional, supervisory, or administrative personnel, which are in the sole possession of the maker and are not accessible or revealed to any other individual except a substitute teacher.
2. "Personally Identifiable" means that data or information which includes: (a.) the name of a student and the student's parent or other family members; (b.) the address of the student;
   (c.) a personal identifier, such as a student's social security number or student number; (d.) a list of personal characteristics which would make the student's identity easily traceable;
   (e.) other information, which would make the student's identity easily traceable.

ACCESS TO AND RELEASE OF INFORMATION IN STUDENTS RECORDS 1. The principal shall, within the provisions of this procedure, be responsible for determining to whom information maintained in student records may be released. 2. The principal shall be responsible for determining who, other than the parent, guardian, or eligible student, shall have access to the student records.

3. "Directory Information" may be made available at the discretion of the principal without the prior consent of the parent. However, students and their parents shall be notified at the beginning of each school year the categories of directory information and of their right to request that all or part of such information not be made available to the general public."Directory Information" shall consist of the student's name, address, telephone number, parent's name, grade level, and participation in officially recognized activities, weight and height of members of athletic teams, awards and honors.
4. The following individuals or agencies may be granted access to student record information without the written consent of the parent or without an entry being made in the disclosure record:
   A. Teachers and other school officials within the School District who have a "legitimate educational interest". "Legitimate Educational Interest" includes the following: that interest requires regular access for purpose of adding material, periodic review, filing new student data and/or removing inadequate, ambiguous, no longer relevant data; and (b) that interest having the educational well-being of the student in mind for purposes of continuing, improving, or changing the education of the student and that interest in which the individual has a legitimate need to know.
   B. The stated education agency is required to make reports concerning the education program.
5. The following individuals or agencies may be granted access to student record information without the written consent of the parent by completing the disclosure record:
   A. Authorized representative of
      a. The Comptroller General of the United States
      b. The Secretary of Education authorities
      c. The State Education authorities
      d. Appropriate community agencies involved in handling students' health or safety
   B. Agencies requiring information in connection with a student's application for or receipt of financial aid;
   C. Courts, on the issuance of proper orders or subpoenas (reasonable efforts shall be made to notify the parents of the order or subpoena);
6. Directory information and personally identifiable information shall be released without parental consent to a school to which the student has transferred.
7. Principals shall require written approval of a parent or eligible student in order to grant access to others not specifically authorized by this policy.
8. Unless otherwise specified, the term "Parent" in this procedure shall include parent, guardian, or student 18 years of age or over or one who is enrolled in a post secondary institution.

T. REVIEW OF STUDENT'S RECORD BY PARENT

1. Schools shall provide for the review of student records by parents or guardians. Parents and students shall be notified of their right to review the student records by a notice in the student handbook and/or by a newsletter or other appropriate communications to the parent at the beginning of each school year.
2. A parent or guardian who desires to review his/her child's record shall put the request in writing to the school. The request should identify the record(s) being inspected. The

school will arrange a time for inspection within 45 days of receipt of the written request. The school is not required to provide copies of records and may charge a fee if copies are requested.

3. Prior to the scheduled conference, the principal shall review the record for accuracy and completeness.
4. The parent, in the presence of the principal or a designated person, shall examine the record. The school is not required to provide copies of records and may charge a fee if copies are requested.
   A. The principal or his/her designee attending the review shall:
      a. Explain the recordkeeping system of the school, noting the types of records and why they are kept;
      b. Provide the parent or guardian the opportunity to examine each record. Records which shall be included are the following:
         1.) Cumulative academic record;
         2.) Application or admission;
         3.) Immunization records, if applicable;
         4.) Attendance record;
         5.) Class grade record.
   B. The principal or a designated professional shall provide the parent an opportunity to raise questions regarding information in the records.
   C. A record of the review shall be made on the disclosure record.

5. If the parent or guardian requests a hearing to challenge information contained in the student's folder, a written request for the hearing shall be made and the specific part of the record to be changed must be indicated. A hearing will be scheduled for a date not less than three (3) days nor more than two (2) weeks from the date of the written request.

   A. The hearing shall be held with the principal and the parent or guardian at the scheduled time.
   B. If the parent or guardian is not satisfied with the hearing with the principal, he/she shall have the opportunity to appeal the decision to a review panel at the Central Office level.
   C. The parent or guardian shall request the appeal in writing to the Superintendent of Education. Upon receipt of said request, the Superintendent shall schedule a review panel meeting within ten (10) days following receipt of the parent's request. The date, time, and place of the review panel hearing shall be sent to the parent or guardian by United States registered or certified mail, return receipt requested.

6. The student record appeals review panel shall be composed of three professional representatives of the Central Office staff. At the meeting:
   A. The Superintendent of Education or his/her designee will preside; The parent or guardian and the principal shall be present. The student shall be present if requested by the parent or guardian or school official.
   B. The decision of the review panel shall be communicated in writing to the school and parent or guardian within ten (10) days.
   C. The parent shall have the right to file a dissenting statement following the hearing; such a statement shall become part of the student's cumulative folder.

For questions concerning this policy or to seek access to your child's record, please contact the following: Mr. Matt Blake at 334-493-3173.

U. 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 students' abilities may refer to 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.

V. RTI (Response to Intervention) / MTSS (Multi-Tiered Student Support) a. RTI is a designated school-based committee designed to meet the needs of general education at-risk students.

b. RTI is composed of regular education teachers, administrators, counselors, and others as needed.

c. RTI addresses discipline, academic, behavior, and at-risk student challenges.

*For further information, contact: Christy Harrell at 334-493-6031.

W. COMMUNICATION / ELECTRONIC DEVICES / FOCUS ACT

The Alabama **FOCUS Act**, officially titled the "Freeing Our Classrooms of Unnecessary Screens for Safety Act," restricts student use of wireless communication devices, including cell phones, in public elementary and secondary schools during the instructional day. The act aims to minimize distractions and improve the learning environment. It requires local school boards to develop policies regarding device usage and internet safety, including instruction on social media risks.

The FOCUS Act will be in effect beginning with the 2025-2026 school year.

- **Students are not allowed to bring electronic devices to school.**
- **What's Included:** Cell phones, Smart Watches, Airpods, Headphones, Tablets, Personal Computers, Other wireless devices
- No student may use, operate, or possess a wireless communication device in any public school building or on school grounds during the instructional day. ● **Exceptions**: If required for health monitoring purposes

*** Violations of the policy will result in the following sanctions:**

1st offense – The item will be secured by school administration until such time as the student's parent/guardian attends a conference with school administration.

2nd offense – The item will be secured by school administration for 10 days.

Subsequent offenses will be covered by the Opp City Schools Student Code of Conduct.

X. 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 misinterpretation 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 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.

IV. **Complaint Procedure**

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 answer in writing to the complainant within then (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 (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 the (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.

Y. Confidentiality

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

REFERENCE(S): CODE OF ALABAMA 16-1-30, 16-12-3(c)
HISTORY: ADOPTED: MARCH 22, 2011 REVISED: ___ FORMERLY:J26

Z. Non-Discriminatory Policy

The following notice of non-discrimination meets the minimum requirements of the regulations enforced by OCR [Title IX: 34 CFR 106.9; Section 504:34 CFR 104.8; Title IX: 34 CFR 106.8; Section 504:34 CFR 104.7(a)].

The Opp City Schools does not discriminate based on race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: **Matt Blake, Superintendent (334-493-3173 /mblake@oppboe.com)**

Opp City School District

Family Educational Rights and Privacy Act (FERPA)

Annual Notice of Student Education Record Privacy

Parent/Guardian:

The 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 of the 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 record:

Name of Staff: Matt Blake: Telephone 334-493-3173
Email Address:mblake@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 a hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement in the record about the contested information. The school is not required to consider 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:

Name of Staff: Matt Blake: Telephone: 334-493-3173
Email Address: eedgar@oppboe.com

3.) To control the disclosure of their child's personally identifiable information from their education record. The school or district must, with certain exceptions, obtain parent written consent prior to the disclosure of personally identifiable information from education records. An exception which permits disclosure without consent is disclosure to school staff with legitimate educational interest, such as a person employed by the district; a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor,, or therapist); or a parent or student serving on an official committee, such as a grievance or disciplinary committee or assisting another school official; and/or an official of another school district in which a student seeks to enroll. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility. A school district may also disclose personally identifiable information from education records without prior written consent to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. Student directory information may also be disclosed without prior consent of the categories to be disclosed and parents are given the opportunity to opt out prior to disclosure.

You have the right to file a complaint with the U.S. Department of Education at the following address if you feel the school district has failed to comply with the requirements of FERPA:

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