

# ONEONTA CITY SCHOOL

## 2020-2021

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And  
Alabama State Department of Education

### Central Office Staff

### Office Phone Number

Mr. Daniel Smith, Superintendent	205-543-1515
Mrs. Karen Teal, Central Office Secretary	205-543-1515
Mrs. Heidi Chambers, Technology Coordinator	205-543-1515
Mrs. Kathy Loggins, Custodian of Funds	205-543-1515
Mr. Keith Bender, Central Office Administrator	205-543-1515
Mrs. Sharon Reeves, Network Technician	205-543-1515
Mrs. Lauren Wilson, Central Office Administrator	205-543-1515

### City Board of Education

### Home Phone Numbers

Mr. Don Maples, President	205-625-4769
Mr. Patrick Adams, Vice President	205-446-3052
Mr. Steve Anderton	205-353-2645
Mr. Ricky Hicks	205-274-2359
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If you have questions about the information included in this handbook or any other aspect of the program at Oneonta Middle School, please call the school office 205-543-5203. Please remember that we want to provide the best possible educational program for our students. With your help and assistance, we can achieve that goal.

**Oneonta Middle School**  
**27605 State Highway 75**  
**Oneonta, Alabama 35121**

**Phone: (205) 543-5203**

**Fax: (205) 543-5839**

**<http://www.oneontacityschools.com>**

**Office Staff**

**Phone Number**

Ms. Leigha Rogers, Principal

205-543-5203

Ms. Tonya Smith, Secretary

205-543-5203

Ms. Betty Jane Adamson, Bookkeeper

205-543-5203

**Departments**

Mrs. Grace Malek, 6<sup>th</sup>-8<sup>th</sup> Grade Counselor

205-543-5203

Mrs. Terrie Coggins, CNP-Lunchroom

205-543-1547

Mrs. Shannon Jones, Transportation Director

205-545-5913

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## Faculty

Joan Brown	Science
John Fallin	Social Studies
Jennifer Gallagher	English
Greg Gammon	Middle School Band/Music
Stephanie Gilliland	Physical Education
Disa Hickman	Special Education
Tiffany Jones	Mathematics
Grace Malek	Counselor
Brad Mitchell	Mathematics
Emily Moore	Computer
Brandon Moore	Physical Education
Jill Phillips	Social Studies
Terre Powell	English
Kerri Reynolds	Science
Nicholas Riley	Science
Misty Sandlin	English
Tonya Short	Special Education
Elyssa Smith	Reading
Wendy Smithson	Social Studies
Kathleen Sosebee	Librarian
Robin Stover	Special Education
Stefanie Weston	STEAM Instructor
Erica Whited	Math

Dear OMS Student:

Welcome to Oneonta Middle School. We are so excited that you have chosen to spend this school year growing and learning with us. Our goal in middle school is to guide each student academically, socially and emotionally. We want each student to love learning and leave middle school 100% ready for all high school has to offer.

We encourage all students to get involved. We offer various activities at Oneonta Middle School and believe involvement will richen your experience. Remember that your success in school will be a direct reflection of your efforts.

We look forward to a great school year. Go Skins!

## **PHILOSOPHY AND OBJECTIVES**

It is the philosophy of Oneonta City School that each child is a unique individual with different needs. We believe that it is the responsibility of the school to continuously evaluate our entire program in light of current research and practice in order to more effectively meet the various needs of all our students. Our commitment is to provide a well-rounded educational curriculum in which the intellectual, social, emotional, and physical needs of each child are considered.

We believe the school to be a vital part of the community and therefore realize the importance of regular communication between the school, parents, and community. It is our ultimate goal to prepare each child for a successful life as a contributing member of our society.

It is the policy of Oneonta Middle School that no person shall be denied employment, be excluded from participation in, be denied the benefits of, or be subject to discrimination in any program or activity on the basis of sex, race, religion, national origin, ethnic group, disability, or age. Inquiries or complaints regarding compliance with Federal Regulation may be directed to Lauren Wilson, Title IX, Section 504, and Title VI Coordinator, Oneonta City School System, 28370 State Highway 75, Oneonta, Alabama, 35121; phone (205) 543-1515.

## **PURPOSE OF THE STUDENT HANDBOOK**

The purpose of this handbook is to inform you of the policies and procedures at Oneonta Middle School. Your cooperation and support is essential for school to operate smoothly and provide an atmosphere where teaching and learning can occur. We hope that you will find this handbook helpful.

## **SECTION I: GENERAL INFORMATION**

### **MISSION**

“Committed to Excellence” for our students and community

### **VISION**

OCS, a small school system rich in tradition and community pride, will ensure each student reaches his or her potential through an unparalleled educational system characterized by an engaging environment, quality instruction, a highly-qualified staff, and a high level of community support.

### **BELIEFS**

Oneonta City Schools’ students, faculty, and staff believe that:

- All students have the potential to be successful, prepared graduates.
- All students deserve a challenging curriculum and effective instruction that fosters student engagement.
  - All students are given equitable opportunities to learn in a safe and secure learning environment.
  - All students should have access to state-of-the-art facilities, technology, and resources.
    - All students deserve diverse opportunities in academics, arts, and athletics.
- Character, ethics, and positive relationships are important components of a well-rounded education.
- Our community has a responsibility to encourage and contribute to the education of our students.
  - OCS is the foundation of our community.

### **ALMA MATER**

Hail to thee Our Alma Mater,  
Always we’ll be true,  
Full of love and true devotion,  
Are our hearts for you.

Always for you in loyalty,  
Love and devotion, too.  
Through the years we’ll happy be,  
With memories of the Crimson and Blue

# Oneonta City Schools | 2020-2021 Revised CALENDAR

3 - Independence Day Holiday

JULY '20						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY '21

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 - New Year's Holiday  
 4 - Teacher Work Day  
 5 - First Day of 2<sup>nd</sup> Semester  
 11, 25 - Remote Learning  
 12 - Report Cards  
 18 - MLK Holiday

6-12 - Teacher Work Days

13 - First Day of School

17, 24, 31 - Remote Learning

AUGUST '20						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY '21

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

1, 8, 22 - Remote Learning  
 9 - Progress Reports  
 12-15 - Presidents' Day Holiday

7 - Labor Day

14, 21, 28 - Remote Learning

15 - Progress Reports

SEPTEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MARCH '21

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1, 8, 15, 29 - Remote Learning  
 12 - End of 3<sup>rd</sup> 9 Weeks  
 18 - Report Cards  
 22-26 - Spring Break Holiday

5, 19, 26 - Remote Learning

9 - End of 1<sup>st</sup> 9 weeks

12-13 - Fall Break

15 - Report Cards

OCTOBER '20						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL '21

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

5, 12, 19, 26 - Remote Learning  
 9 - Teacher Work Day (Flex)  
 22 - Progress Reports

2, 9, 16, 23, 24, 30 - Remote Learning

11 - Veterans Day

17 - Progress Reports

25-27 - Thanksgiving Holidays

NOVEMBER '20						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY '21

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3, 10, 17, 24 - Remote Learning  
 27 - Last Day of School and Early Release  
 28 - Teacher Work Day  
 31 - Memorial's Day Holiday

7, 14 - Remote Learning

18 - Early Release and End of 1<sup>st</sup> Semester

21-31 - Christmas Holidays

DECEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE '21

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## **SCHOOL DAY SCHEDULE**

**The school doors will be open at 7:00 a.m. Monday through Friday. Students are to remain in the elementary gym until the first bell or until a teacher dismisses from that area. Students are to vacate the school facilities by 3:15 p.m. unless they are involved in a school activity under the supervision of a teacher. All students not involved in a school activity must be in the lobby by 3:00 p.m.**

## **REGULAR BELL SCHEDULE**

7:34	First Bell
7:37	Second Bell
7:40 - 8:41	First Period (Breakfast)
8:45 - 9:38	Second Period
9:42 – 10:35	Third Period
10:39 – 11:57	Fourth Period (Lunch 11:30 – 12:00)
12:01 – 12:54	Fifth Period
12:58 - 1:51	Sixth Period
1:55 – 2:48	Seventh Period

## **VISITORS TO SCHOOL**

All school visitors **MUST** go directly to the nearest office upon arriving on campus, present a photo ID, and obtain a visitor's pass. Students may have a visitor subject to the principal's approval. **No visitation will take place during lunch without getting approval from the principal at least one day ahead of time.** No visitor passes will be given during exam days. All visitors must display visitor passes at all times and must sign out and leave the building through the lobby doors only. At times, there may be a "No Visitor" policy or limited visitors allowed.

## **PARENT/TEACHER CONFERENCES**

If parents wish to talk with their child's teacher, they should call the main office to schedule a conference. Conferences will take place before or after school or during the teacher's planning period.

## **USE OF OFFICE**

No student should be in the office unless the student has been designated as an office assistant during the given period. If it is necessary for a student to go to the office, he/she should have a pass from the teacher who has charge of the student for that period.

## **MOVING IN THE HALLS**

Students are expected to move quietly and promptly through the halls at all times. Loitering in the restrooms and hallways is strictly prohibited. Appropriate disciplinary action will be taken against any student who violates the above regulation. Students in the halls must have an authorized hall pass from his/her teacher for that hour. All students must stay on their designated halls. (Ex. 7<sup>th</sup> and 8<sup>th</sup> grade must stay on 7<sup>th</sup> and 8<sup>th</sup> grade locker and class areas.)

## **TELEPHONE AND MESSAGES**

Students may be permitted to use the office telephone only if granted permission by a school official. **Students who use the office telephone must sign a phone list prior to using the office telephone.** Students will not be called to the telephone nor will students be called out of class to talk with a parent or other person unless an administrator deems the situation appropriate. Delivery of messages is time consuming and disruptive to the learning environment; therefore, only messages deemed appropriate by an administrator will be delivered. Due to time constraints, no messages will be delivered after 2:20 p.m.

## **DELIVERY OF ITEMS**

The delivery of school items (textbooks, lunch money, PE clothes, projects, etc.) is discouraged. It is both time consuming and disruptive to the learning environment; therefore, the school office staff will only deliver items deemed appropriate by an administrator.

## **STUDENT MONEY/VALUABLES**

Personal possessions, such as money, clothing, jewelry, etc., are the responsibility of the individual student. These articles should be kept in your possession at all times. It is recommended that students not bring large sums of money or valuable personal property to school. Student lockers and P.E. lockers are available for students to purchase.

## **FIRE DRILL PROCEDURES**

1. The signal for a fire drill will be a continuous buzzer sound.
2. Students will walk out of the building in an orderly fashion. They will leave all belongings.
3. Each teacher will appoint a leader for his/her group. The leader should lead the group out at the assigned exit.
4. There will be no running or pushing in line.
5. Each teacher should inspect his/her room and the work area and follow his/her students outside immediately. Teachers should take his/her emergency folders and check roll to see that all students are accounted for. Teachers should see that doors and windows are closed.
6. Instruct your leader to lead students to the assigned area for roll call.
7. Return in order when ALL CLEAR sounds. This will be one long bell.
8. If teachers feel they need to have individual fire drills for their group, they may do so.
9. Teachers should instruct students that if they get separated from their group when the fire bell rings, they should leave by the nearest exit and then find their proper group outside.
10. No student should re-enter the building under any circumstances until the ALL CLEAR sounds.

## ROLL CHECK FOR FIRE DRILL

1. All students who exit to the front of the school will cross the first driveway and group on the grassy area between the two driveways for roll check.
2. Students who exit at the front of the middle school entrance and at the exit from the elementary gym and by the coach's office will go to the elementary playground at the west end of the school.
3. During lunch, all staff members, visitors, and students will exit through the back doors of the lunchroom and go to the elementary playground at the west end of the school.
4. Choir room, art, and high school gym #2 will exit the door by the boiler room and go to the parking lot on the east end of the school.
5. Athletic dressing rooms for gym #1 and the central office staff will exit to the parking lot at the east end of the school.
6. Band students will exit the band room and go to the elementary playground at the west end of the school.

### **Heightened Awareness**

(Get your Attention)

This means a potential MAY exist for an unusual situation and all parties should have heightened awareness to react as needed.

- Follow school's communication plan for information.
- Limit movement to and from your classroom.
- Be accountable for all students.
- Be on the lookout for unusual behavior both in and outside of the school.
- Check exterior doors to make sure they are secure.

### **Secure Your Area of Responsibility**

(Classroom, hallway, etc.)

Specific incident within your area of responsibility. (Medical, threat to self or others)

- Execute **Alert** methods.
- Secure all people within your immediate area. (May require you to move to a more secure area.)
- Lock or Secure doors.
- Monitor/use communication devices.
- May release by intercom or other personal contact.

### **Secure Perimeter**

(On Alert)

A potential threat or danger does exist within the community/neighborhood and all parties should be aware to react as needed.

- Execute **Alert** methods.
- Secure all people within the building.
- Lock external doors.
- Cover windows.
- Stay in secure area within the building until further notice from administration or law enforcement.
- Monitor/use communication devices.
- Requires leaving unsecure areas such as fields, gym, playground, or library to a secure area.
- Continue with instruction.
- May release via intercom.

### **Lockdown**

(Immediate threat)

Recognition of Danger. Take immediate action using the safest and best option for survival.

- Execute **Alert** methods.
- Secure yourself and others by assessing and using available information to decide if you should; **HIDE** (Secure and/or Barricade), **RUN** (Intelligent Escape) or **FIGHT** (Defend and Protect).

#### **HIDE: (Secure and/or Barricade)**

Lock doors, Lights off, Barricade entry, Quiet, Stay in place.

#### **RUN: (Informed Escape)**

Evacuate to safer location, Remain with your group, Call 911 when safe, Follow HIDE protocol.

#### **FIGHT: (Defend and Protect)**

As a matter of survival engage the intruder with any means necessary.

- Monitor/use communication devices.
- Release only by administration or law enforcement.

## School Alert/Notification System

OCS contracts with a third party vendor to deliver notifications to families and staff members via various delivery methods. The information for this notification system is pulled from the students information system at your student's school. Users have the ability to specify certain delivery methods and numbers, but the district reserves the right to send emergency calls to all users. Updates to the contact numbers should be addressed with the student's school.

**INCLEMENT WEATHER:** In case of inclement weather, please listen to local radio for school information and sign up for the rapid alert system notification. If school must be dismissed early due to bad weather, regular bus routes will be followed unless other information is given by the media. The superintendent will issue notices through the rapid alert system. Please contact the middle school office, 205-543-1515, if assistance is needed with the rapid alert system notification.

### **SEVERE WEATHER PROCEDURES**

- Weather warning definitions are as follows:
  1. Severe Weather Watch: Weather conditions are such that a severe thunderstorm may develop. Review the severe weather plan.
  2. Severe Weather Warning: Thunderstorm has developed and will probably affect those areas stated in the weather bulletin. SIGNAL WILL BE INTERCOM SIRENS.
  3. Tornado Watch: Weather conditions are such that a tornado may develop. Be alert to impending weather conditions. Teachers will review with students procedures required when a warning is given.
  4. Tornado Warning: Tornado has been formed and sighted and may affect those areas stated in the bulletin. SIGNAL WILL BE INTERCOM SIRENS.

Teachers are to relocate students to their assigned area, which offers the greatest tornado resistance. During the drill, students should be seated on the floor with their backs to corridor walls or glass areas. Coats and jackets should be used to cover heads, arms, and legs to reduce the number of injuries caused by flying objects. Teachers should go over these instructions with students until all instructions become routine. ALL CLEAR IS ONE LONG RING.

### **ACCIDENTS**

Every accident in the school building, on school grounds, at a practice session, or at any athletic event sponsored by the school must be reported immediately to a school official.

### **CARE OF SCHOOL FACILITIES**

Oneonta City School has an outstanding physical facility. Our Board of Education is committed to continually upgrading our facility as budgets allow. Students should take great pride in our building by not marking on desks, tables, walls, etc. Students who mark, deface, or damage school property will be expected to pay for the damage in addition to facing disciplinary action. No announcements, posters, or bulletins of any kind should be taped or tacked on walls, lockers, or doors without the permission of the principal. **No outside drinks are allowed in the building except with permission by the middle school principal.**

## **SECTION II. ACADEMIC INFORMATION & GRADING**

### **GRADING SYSTEM**

Report cards are given to students every nine (9) weeks. Progress Reports are sent home every 4 ½ weeks.

Numerical grades are assigned to each subject. Grades are obtained as follows:

1. Assessments (tests, quizzes, projects, labs, essays): 60%
2. Homework/Classwork: 30%
3. Quarter Tests: 10%

The first and second 9 weeks grades are averaged for the first semester grade. The third and fourth 9 weeks are averaged for the second semester grade. The first semester grade and the second semester grade are averaged for the yearly grade.

Grading scale:

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

Incomplete grades must be completed by the end of the following quarter, or the incomplete becomes an F. If the Incomplete is given for the fourth (4<sup>th</sup>) quarter, it must be removed within two weeks after the last day of school, or with special permission of the principal, prior to the first day of school in the fall.

Only Pre AP courses may receive a grade higher than 100. Pre AP courses can go to a 102, as 2 points are added to the semester average of Pre AP courses.

ALL STUDENTS WILL BE EXPECTED TO TAKE FINAL EXAMS. NO SEMESTER EXAMS WILL BE GIVEN EARLY – AN EXAM MAKE-UP DAY WILL BE PROVIDED FOR EXAMS MISSED DUE TO AN EXCUSED ABSENCE. YEARLY FINAL GRADES WILL BE CALCULATED BY AVERAGING 1<sup>ST</sup> AND 2<sup>ND</sup> SEMESTER GRADES.

### **CLASSIFICATION OF STUDENTS BY GRADE**

If a sixth, seventh, or eighth grade student fails two (2) or more core subjects, he/she will be retained in the applicable grade. The student may attend summer school to make up core classes and then be promoted to the next grade level.

## **ACADEMIC HONESTY**

The purpose of this statement on academic honesty at Oneonta Middle School is to make students aware of situations that allow some students unfair advantage over other students. Oneonta Middle School wishes to outline what constitutes cheating so that each student knows his/her responsibilities to himself/herself and to his/her fellow students. Violations will be reported to the administration and to the student's parents.

### **Areas of Academic Concern**

1. **Examinations** – Giving or receiving any form of information concerning a test, before, during, or after that test without permission from the instructor is an act of cheating. The work on a test is to be that student's own work.
2. **Out of Class Work** – Work that is expected to be a student's own should be solely his/hers unless the student credits the source(s) used. Exceptions to this rule are assignments that may be worked on collaboratively. It is the instructor's responsibility to clearly define the circumstances where this practice should be considered appropriate. Copying of homework or allowing homework to be copied is considered a violation of this statement.
3. **Plagiarism** – Using someone else's words or ideas without crediting the source is a form of cheating. To avoid this, a student should identify the source of the material, words, and ideas, which are not his/hers originally. Teachers will take responsibility for further explaining plagiarism as it relates to individual classes. A student should always consult the teacher when in doubt.

## **NATIONAL HONOR SOCIETY**

Students grades 7-8 are eligible to participate in the Junior National Honor Society. Students who are eligible scholastically will be notified and may complete the student information form. A student must have at least a 90 average to be considered for membership. The Faculty Council will then select students based on the following: Scholarship, Service, Leadership, Character and Citizenship.

## **SECTION III: ENROLLMENT AND REGISTRATION**

### **ENROLLMENT REQUIREMENTS**

All students residing in Oneonta school district and entering Oneonta Middle School, grades 6-8, for the first time must provide the following documents: a lease, purchase, or rental agreement in parent's or legal guardian's name **AND** a copy of a utility application or bill at the residence address in the parent's or legal guardian's name.

Oneonta City Schools reserve the right to verify that students reside in the city limits of Oneonta.

Students who move out of the Oneonta School district must notify the school within **FIVE (5) school days of the move and request Board permission to continue attending Oneonta City Schools.** Failure to comply with the above mentioned criteria will result in the student not being allowed to attend Oneonta Middle School. If approved as a non-resident student, a non-resident tuition fee must be paid.

### **NON-RESIDENT STUDENTS**

Non-resident students are those whose parents or legal guardian live outside the city limits of Oneonta. Returning non-resident students must be in good standing with the school during the past school year, and the non-resident tuition fee must have been paid before the beginning of the school year. Non-resident students will be reviewed each semester. A non-resident student may be placed on probation or may have acceptance revoked for not being in “**good standing**” **academically, behaviorally, regular in attendance and supported by parental cooperation.** In order for a non-resident student to be in “good standing” academically, he/she must pass all four core curriculum classes (English, Math, Science, and Social Studies) and one additional class with a minimum composite numerical average of 70 in those five classes.

Non-resident students are not provided daily bus transportation to and from school.

## **SECTION IV: ONEONTA MIDDLE SCHOOL STUDENT POLICIES**

### **STUDENT CONDUCT**

All students will be expected to conduct themselves in a manner appropriate to good citizenship and with respect and consideration for the rights of others. It is expected that students come to school to learn. Therefore, any conduct that interferes with or disrupts the educational process will not be tolerated.

Students will be expected to be courteous and obedient to all teachers, administrators, and any other adult employee of the school system. Oneonta Middle School believes that the ultimate responsibility for a student's behavior rests with his/her parent or guardian. Students are to respect constituted authority, which includes obedience to school rules, regulations, and procedures. OMS anticipates that parents will be concerned and cooperative in dealing with any behavioral problems that may arise, and expects that this cooperation will be made apparent to the child.

Violations of the Code of Student Conduct are grouped into three (3) classes – Class 1 minor, Class 2 intermediate, and Class 3 major. Before determining the classification of violation, the principal or his/her designee will consult with the involved student(s) and school personnel. Once the classification of the violation is determined, the principal or his/her designee will implement the disciplinary procedure.

### **CLASS 1 VIOLATIONS:**

Class 1 offenses are subject to local offenses.

- 1.01 Cheating on homework or tests - consequences for cheating on homework assignments are one-day in-school suspension and a "0" on the assignment. Consequences for cheating on tests are two days in-school suspension and a "0" on the test.
- 1.02 Anti-social or immoral behavior while at school (excessive petting, etc.). This includes public display of affection.
- 1.03 Excessive unexcused absenteeism.
- 1.04 Providing false information to a school board employee, which includes giving false student information, data, and concealment of information directly relating to school business. This includes but is not limited to plagiarism, forgery of any school document, parent, doctor or guardian notes, or other related material.
- 1.05 Disturbing class; disruption of class or prevention of teachers from teaching or students from learning. Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or any other instructional setting: for example, talking excessively, interrupting class functions, moving without authorization, provoking other students, writing notes, and taking others' property, etc.
- 1.06 Use of obscenity, either verbal or written, towards another person.
- 1.07 Unjustified activation of a fire alarm system or fire extinguisher.
- 1.08 Any other violation which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances.
- 1.09 Multiple incidences of Class 1 violations will result in Class 2 sanctions.

### **CLASS 1 Disciplinary Actions:**

Administrative responses for Class 1 violations may include, but are not limited to:

- Conference with student
- Verbal reprimand
- Written assignments
- School/Community service
- Withdrawal of privilege(s)
- Parent Conference(s)
- Temporary removal from class (including prohibiting student from attending special events; i.e. field trips)
- Detention
- In School Suspension
- Bus suspension
- Saturday School
- Other sanction(s) deemed necessary or appropriate by school administration.

Class 1 violations may warrant police contact.

### **CLASS 2 VIOLATIONS:**

- 2.01 Leaving class or campus without permission.
- 2.02 Open defiance or disrespect of a teacher or school board employee. Any verbal or non-verbal refusal to comply with a lawful direction or order of a school board employee. Insubordinate behavior to a School Board employee (principal, teacher, or any other school personnel such as lunchroom, bus drivers, secretaries, janitorial personnel).
- 2.03 Unauthorized access to a computer system or knowledge of restricted computer passwords.
- 2.04 Threats. Threat by word or act to do violence to another student, coupled with an apparent ability to do so, or the doing of some act which creates a well-founded fear in the person that such harm is likely.
- 2.05 Verbal Abuse. Speech or other expression intended to insult or stigmatize others on the basis of their sex, race, color, handicap, religion, sexual orientation or national or ethnic origin.
- 2.06 Endangering the safety of students, teachers, or other school personnel.
- 2.07 Possession of a pocket knife, small or key chain variety, or similar instruments that would not normally be considered a weapon (see Class 3 violation).
- 2.08 Possession of firearm facsimile. Discharge, possession, transfer, or sale of any facsimile or toy-type replica of a firearm or any other item resembling a firearm.
- 2.09 Habitual, repeated, or persistent behavior contrary to the good order, conduct, or discipline of the school.
- 2.10 Possession of obscene pornographic or sexually explicit material.
- 2.11 Illegal Organization. Any on-campus fraternities, sororities, secret sororities or non-school affiliated school clubs.
- 2.12 Rioting or inciting a riot. Inciting student disorder and/or malicious mischief.
- 2.13 Vandalism of school property, or student's private property while at school.
- 2.14 Any other offense which fits the administration may reasonably deem to fall into this category.

## **CLASS 2 Disciplinary Actions:**

Administrative responses for Class 2 violations may include, but are not limited to:

- In School Suspension
- Out of School Suspension
- Recommendation for Expulsion
- Saturday School
- Alternative Placement
- Other sanction(s) deemed necessary or appropriate by school administration.

Class 2 violations may warrant police contact.

## **CLASS 3 VIOLATIONS:**

3.01 Due to the Federal Gun-Free Schools Act of 1994 and an Act of the Alabama Legislature 1995: Any student who, after due process has been accorded, is found to have brought a weapon (firearm) to school will be expelled by the Board for a period of not less than one year (365 days). This one-year expulsion requirement applies to students who bring weapons to any setting that is under the control and supervision of the Board including events held off the school campus.

Other incidents that may be grounds for expulsion are, but not limited to, the following:

- 3.02 Use, transfer, or possession of drugs or alcohol, or being under the influence of drugs or alcohol at school, or school grounds, or at a school sponsored event
- 3.03 Physically striking a teacher or other Board employee
- 3.04 Bomb threat
- 3.05 Fighting – any physical conflict between two or more individuals.
- 3.06 Repeated infractions of school regulations
- 3.07 Physical harm or threats (verbal or written) of physical harm to the school or anyone in the school.
- 3.08 Hate mail, obscenity, harassment, inflammatory material, discriminatory remarks, disrespectful language, and other behaviors disruptive to the educational environment are prohibited on the local area network, wide area network, and the Internet. Students who misuse the school system's technology will be subject to denial of computer usage, monetary charges, detention, suspension, and/or expulsion. Threatening, intimidating or causing bodily harm to any school employee or other students can result in removal from school. **This includes threats through e-mail or cyberspace.** Violations of civil and/or criminal law relating to technology and its use will result in the notification of law enforcement officials.
- 3.09 Possession of fireworks, firecrackers or stink bombs.
- 3.10 Trespassing. Willfully entering or roaming in any structure, conveyance, or property without being authorized.
- 3.11 Vandalism. Intentionally doing some act that results in injury or damaging by means of real, personal, or public property belonging to another.
- 3.12 Stealing-Larceny. The intentional unlawful taking and carrying away of personal property or possession of stolen property.

- 3.13 Sexual offenses. Sexual offense including but not limited to unsolicited written or verbal proposition to engage in sexual acts, sexual battery, or sexual harassment.
- 3.14 Arson
- 3.15 Assault and battery on a student. Actually and intentionally touching or striking another student against the will of the other.
- 3.16 Extortion. Verbally or by a written or printed communication, maliciously threatening to accuse another of any crime or offense.
- 3.17 Burglary
- 3.18 Criminal mischief
- 3.19 Gambling
- 3.20 Homicide
- 3.21 Kidnapping
- 3.22 Robbery
- 3.23 Use, transfer, or possession of tobacco including tobacco substitutes, including but not limited to electronic cigarettes/vapes.
- 3.24 Use, transfer, or possession of explosive materials.
- 3.25 Use, transfer, or possession of a knife.
- 3.26 Truancy
- 3.27 Any other offense which fits the administration may reasonably deem to fall into this category.

**CLASS 3 Disciplinary Actions:**

When a principal/designee determines that a State Code/Violations/Offense has occurred, the following punishments are mandated by the State. The punishment will be administered in the manner which assists the student in understanding the severity of his/her act, while maintaining an environment conducive for learning by all other students.

- In School Suspension
- Out of School Suspension
- Saturday School
- Expelled
- Expelled, Services
- Remove by Officer
- Alternative Placement
- Alternative Setting, Special Ed.
- Permanent Expulsion
- Removed/Alt School
- Removed/Spec. Ed

Class 3 violations may warrant police contact.

**Students will not bring any:**

- **IPODS /CAMERAS/VIDEO RECORDERS/ELECTRONIC-DIGITAL DEVICES**

Students are not allowed to have radios, IPODS, MP3 Players, iPads/tablets, gaming systems, cameras, video recorders or other electronic devices at school.

- 1<sup>st</sup> offense – Morning detention
- 2<sup>nd</sup> offense – In-school suspension
- 3<sup>rd</sup> offense – Out-of-school suspension

On the second and subsequent occurrences, the parent must come pick up the item.

- **CELL PHONES OR ELECTRONIC COMMUNICATION DEVICES**

The use of cell phones, Smart watches or other electronic communication devices is prohibited during regular school hours and on school buses. Cell phones will be turned off, disengaged and placed out of view during these times. Prior approval by the school principal is required for any exceptions, as the result of health issues or other extraordinary needs. Students found in violation of this policy shall be subject to disciplinary action.

- 1<sup>st</sup> offense – 1 day in-school suspension
- 2<sup>nd</sup> offense – 2 days in-school suspension and loss of device privileges for remainder of year.

On the second and subsequent occurrences, the parent must come pick up the item.

**Alabama State Department of Education Policy**

**Use of Digital Device During the Administration of a Secure Test**

**Student Policy**

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

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

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

- **BLANKETS, THROWS, OR PILLOWS**

Students are not allowed to have blankets, throws, or pillows during school hours.

Students will not roller blades, roller skates, or skateboards on school grounds at any time, whether during or after school hours, including all outdoor and indoor recess periods. For purposes of this ban, school grounds shall include all school buildings, parking lots, paths, playgrounds, and stairwells leading to the school building entrances.

## **FORMAL DISCIPLINARY ACTIONS AND PROCEDURES**

This section will discuss the formal disciplinary action used at Oneonta Middle School.

- **EXPULSION** – Expulsion is defined as the removal of a student from a school for violation of school rules or regulations for a period of time prescribed by the Board of Education relating to Due Process. The principal has the responsibility to recommend student expulsion to the Superintendent for Board action.

Expulsion is the most severe form of disciplinary action reserved for the most critical incidents of misconduct.

- **STUDENT SUSPENSION** – In-school or out-of school suspension will be the decision of the principal/assistant principal. Teachers are not to give assignments or tests to students who are suspended from school. Suspended students are not to be on school grounds or attend/participate in any school function while being suspended. Suspension starts at 2:40 P.M. the day the suspension notice is written. A parent conference must be held before the student will be allowed to return to class.
- **IN SCHOOL SUSPENSION** – There may be times when in-school suspension is assigned to a student. This is left up to the discretion of the administrator. The in-school suspension teacher will assign and check all work for the day. If the tasks are not completed, an additional day will be assigned. The regular classroom teacher, at his/her convenience and in accordance with his/her rules and regulations, will handle any make-up work. It will be the student's responsibility to contact the teacher upon returning to class.

Students that check-out of school while serving ISS must make up the entire day in ISS upon returning to school.

Parent notes to excuse exercises will not be accepted. Only valid doctor's note will be honored to excuse exercises while serving ISS.

- **EARLY MORNING DETENTION** – Early morning detention will be held in the in-school room from 7:00 am to 7:39 am. Teachers may assign this detention for, but not limited to, the following behaviors: tardies, chronic behavior problems, etc. Detention should be assigned as soon as possible after the incident. Failure to report on the second day will result in automatic in-school suspension. The maximum number of early morning detentions allowed is five (5) days per semester. Any subsequent infractions will mean automatic in-school suspension.

## **SECLUSION AND RESTRAINT**

As a part of the policies and procedures of the school system, the use of physical restraint is prohibited in the system and its educational programs except in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. Physical restraint is expressly prohibited when used as a form of discipline or punishment. The use of other physical restraint, chemical restraint, mechanical restraint, or seclusion is prohibited in the school system and its educational programs.

The use of restraint may occur along with other emergency actions such as the school seeking assistance from law enforcement and/or emergency medical personnel which could result in a removal of the student by such personnel.

Significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after the restraint or removal of a student (and no longer than one school day following the occurrence), the parent or legal guardian will be provided written notification.

## **BULLYING/DISCRIMINATION/SEXUAL HARASSMENT**

It is the policy of Oneonta City Schools to maintain a learning environment that is free from bullying because of an individual's race, color, sex, national origin, or disability. The School System prohibits any and all forms of bullying because of race, color, sex, national origin, and disability. It shall be a violation of Board policy for any student, teacher, administrator, or other school personnel of this System to harass a student through conduct of a sexual nature, or regarding race, color, national origin, or disability, as defined by Board Policy 703.1. It shall also be a violation of Board policy for any teacher, administrator, or other school personnel of this System to tolerate bullying or sexual harassment because of a student's race, color, national origin, ethnicity, or disability as defined in policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities including sporting events and other extracurricular activities, under the auspices of the School System.

The School System will act to promptly investigate all complaints, either formal or informal, verbal or written, of bullying/discrimination/sexual harassment because of race, color, sex, national origin, or disability; to promptly take appropriate action to protect individuals from further bullying/discrimination/sexual harassment; and if it determines that unlawful bullying/discrimination/sexual harassment occurred, to promptly and appropriately discipline any student, teacher, administrator or other school personnel who is found to have violated this policy, and/or to take other appropriate action reasonably calculated to end the bullying/discrimination/sexual harassment.

Please consult Board Policy 703.1 for full definitions and reporting procedures. The Federal Programs Coordinator, Lauren Wilson, is the Title IX and System Human Rights Officer.

## **COMPLAINTS AND GRIEVANCES**

It is the desire of the Board to provide for prompt and equitable resolution of student's and/or parent/guardian complaints and grievances.

- Level 1 – Free and informal communication is suggested as soon as possible following the origin of the complaints. A student/parent/guardian with a grievance should first take the grievance to the teacher involved.
- Level 2 – If dissatisfied at Level 1, or if the grievance involves the Principal, the student/parent/guardian should take the complaint to the Principal.
- Level 3 – If dissatisfied at Level 2, the student/parent/guardian may file a written appeal to the Superintendent. Within ten (10) days of receipt of the grievance, the Superintendent shall request a conference with the aggrieved student/parent/guardian or render a written decision.
- Level 4 – If resolution is not achieved at Level 3, the student/parent/guardian may request the Superintendent to schedule a brief hearing before the Board at its next regular meeting.

The aggrieved student/parent/guardian may select a representative to accompany him/her at each level; ask the representative to state the facts in written form; request a written decision at each level. For the discussion and consideration of the grievance, time and place, which do not interfere with classes or activities, will be selected.

## SCHOOL ATTENDANCE

Regular, punctual attendance is absolutely essential in order for a student to derive maximum benefit from his/her school experience. The attendance policy follows:

- A parent, guardian, or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) school days following return to school. A failure to furnish such explanation shall be evidence of the child being truant each day he is absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused based upon the State Department of Education's current School Attendance Manual.
- Alabama law requires all children between the ages of six and seventeen to be enrolled and attend school. In addition, Alabama states that all children enrolled in school, regardless of age, are subject to the school attendance and truancy laws of the state. If any child fails to attend school without legal excuse, that child and the person having custody of that child will be referred to a juvenile facility or in long-term residential care. Any custodial adult who is prosecuted for failing to require a child to attend school may receive a sentence of up to 90 days or fined up to \$100 or both.

1. Each student shall be allowed four (4) EXCUSED absences per semester. Excused absences include:

- Illness of student
- Death in immediate family
- Inclement weather
- Emergency conditions/ legal or medical quarantine
- Prior approval by principal

A parent/guardian note must accompany items regarding illness and death of a family member. The principal will determine other items.

2. After an absence, the student will bring his/her written excuse to the middle school office. The excuse must include the student's full name, date of absence, excused reason for absence PER THE GUIDELINES LISTED IN ITEM ONE, parent/guardian signature, and date excuse was written.
3. If a student does not turn in a written excuse within **three (3) school days of his/her return to school**, the absence is considered unexcused.
4. A student is allowed a total of four (4) EXCUSED absences per semester with parent notes (SEE GUIDELINES LISTED IN ITEM ONE; **THIS INCLUDES CHECKOUTS**. Each absence equals one parent note. (Example: three consecutive absences equal three parent notes.) Each day absent equals one note. Only a medical statement signed by a licensed physician or by a parent/guardian conference may excuse any absence in excess of four (4) consecutive days.
5. A medical excuse shall be void after its original use.
6. Calls will be made daily for attendance.
7. Teachers will give make-up work or tests for EXCUSED ABSENCES. Make-up work will be scheduled at the discretion of each teacher. Students will receive a 0 (zero) for any tests, assignments or projects for all unexcused absences.

8. **Once a student uses four parent notes per semester, a physician's excuse must be provided for additional absences to be excused, or the absence will be unexcused.**
9. Students are responsible for obtaining and completing all assignments PRIOR to an absence due to school sponsored athletics, extra-curricular activities or field trips. Other extended absences will be handled on an individual basis.
10. A student is considered truant if the parent/guardian believes the student is in school and he/she is not.
11. Attendance is taken for each period of the school day and each period is subject to review. Students must be in attendance at least ½ of the instructional day to participate in any extra-curricular activity on that day or evening. This includes practices. Any exemptions will be granted by the middle school principal.
12. Any student with more than ten (10) absences to school or class per semester may be subjected to course credit review. A parent conference must be held with the principal to discuss the student's absenteeism in relation to awarding course credit and participation in extracurricular activities and/or field trips.

### **SCHOOL ATTENDANCE – UNEXCUSED ABSENCES**

UNEXCUSED absences are accumulated through the entire school year and will be addressed as follows:

- 1<sup>st</sup> Unexcused Absence: Letter sent home to parent/guardian
- 3<sup>rd</sup> Unexcused Absence: Administration conference with parent/guardian
- 5<sup>th</sup> Unexcused Absence: Attendance Officer/Principal will file a referral with Juvenile Probation Office
- 6<sup>th</sup> Unexcused Absence: Attendance Officer/Principal will file a referral with Juvenile Probation Office
- 7<sup>th</sup> Unexcused Absence: Attendance Officer/Principal will file a petition or warrant against student and/or parent/guardian

### **CLASS ATTENDANCE – UNEXCUSED ABSENCES**

UNEXCUSED absences will be addressed as follows:

- 3<sup>rd</sup> Unexcused Absence: no action
- 4<sup>th</sup> Unexcused Absence: Verbal counseling with teacher
- 5<sup>th</sup> Unexcused Absence: Student conference with office staff and attendance record provided to student
- 6<sup>th</sup> Unexcused Absence: Conference/notification between office staff and parent/guardian
- 7<sup>th</sup> Unexcused Absence: Disciplinary actions will be taken

**Students who miss more than ten (10) minutes of a class will be counted absent from that class and subject to disciplinary action.**

**ANY STUDENT REPORTING LATE TO SCHOOL AND NOT CHECKING IN WITH THE OFFICE WILL RECEIVE DISCIPLINARY ACTION.**

## **CLASS TARDIES**

Tardiness is detrimental to both the individual and the entire class of which he/she is a member. Therefore, tardiness will not be condoned or tolerated.

The following procedure will be used in dealing with tardiness:

1. A student will be allowed three (3) tardies per semester.
2. Any additional tardies must be for doctor/dental appointments with verification brought in with the student
3. When a student is tardy to class a fourth (4<sup>th</sup>) and fifth (5<sup>th</sup>) time, he/she will be assigned to morning detention for each occurrence.
4. When a student is tardy to class the sixth (6<sup>th</sup>) time, he/she will be assigned to two morning detentions.
5. On the 7<sup>th</sup> and subsequent tardies, the student will be placed in ISS.

## **CHECK INS AND CHECK OUTS**

Oneonta City School encourages each parent or guardian to limit the number of times his/her child is checked in or out of school. Parents are strongly encouraged to schedule medical or other appointments after school hours in order to limit interruption of valuable instructional time. Students who become sick during the school day should report to the school nurse.

When it becomes necessary for a student to check out of school for any reason, a parent or designated adult (\*) who is listed on the student's check-out form must come to the school and sign a student out, thus assuming responsibility for that student. When there is prior knowledge that a student must leave school, a parent/designated adult may sign a student out in advance.

Once permission to checkout is granted, students may not remain on school property or attend school sponsored events through 2:40pm that day. **This includes pep rallies, pageants, musicals, Field Days, etc. Students must bring a note explaining the reason for their absence to the office.**

Students may not check out of school beyond 2:20 p.m.

**Students may not check out of school and return the same day unless he/she brings a doctor/dentist excuse, subpoena/court note, or principal approval for funerals.**

**Any student coming on school grounds for any reason at any time must check out if he/she leaves before the regular school day ends.** All check-ins/check-outs will adhere to attendance policies.

\* The designated adult **may not** be school personnel unless a member of the immediate family or approved by the principal.

## DRESS CODE

We at Oneonta Middle School recognize that choice of attire and grooming are matters of personal taste. However, we must require that students appear at school clothed and groomed in an appropriate manner that will enable us to maintain an atmosphere that is conducive for learning.

Any article of clothing or manner of style or make-up determined by the administration to be disruptive to the learning environment or hazardous to the health and safety of the student(s), or teaching, shall not be allowed; including, but not limited to length of skirts and shorts, hair style, etc.

1. Shorts, skirts and dresses must be no shorter than the longest fingertip when the arms are extended at the side and the garment is correctly positioned at the hips. Leggings, Spandex or similar type pants should be considered as skin and the garment over them should meet the fingertip rule. Special groups (cheerleaders, band, etc.) may be exempt from this during pep rallies.
2. Clothing or jewelry which advertise alcohol or drugs, or with writing, pictures, or patches which advertise alcohol or drugs, which are vulgar, promote violence or in poor taste **will not be allowed**.
3. Shoes or sandals will be worn at all times. No cleated shoes or house shoes are allowed.
4. Students will not wear any type of head coverings in the school or bring caps/hats into the building except on special occasions with the principal's permission. Grooming combs will not be worn during school.
5. Students will not bring sunglasses inside the building except with the principal's permission.
6. Holes in jeans, pants, or shorts must meet the fingertip rule requirements. Writing across the seat **will not be allowed**.
7. Sagging is inappropriate for school dress. Pants or shorts should fit, or be belted, so that they do not fall excessively low, or require constant attention to keep pulled up. Underwear will not be visible. Items hanging from pants, shorts, and/or pockets will not be allowed (ex. Bandanas, towels, head wraps, etc.).
8. Students will not wear pajamas in the school except on special occasions with the principal's permission.
9. Shirts and blouses must exceed the pants and skirts at all times. Shirts/blouses will not reveal undergarments, cleavage, or midriffs when the student is seated, leans forward, or when the student raises his or her arms. Halters, tank tops, backless tops, spaghetti strap tops, off-the-shoulder tops, see-through shirts and blouses, or any other clothing determined to be too revealing, suggestive, disruptive, or in poor taste will not be worn at school. Teachers will check for dress code compliance each day.
10. No jewelry, earrings or chains will be worn that could cause an injury to another student.
11. All earrings must be removed during P.E. classes.

- Activity sponsors may establish different rules for dress and grooming as a prerequisite for membership and participation in the activity.
- A suggested rule of thumb to follow: If there is a question as to the appropriateness, get approval first.
- The following disciplinary procedures will apply to any student violating the dress code.
  1. 1<sup>st</sup> violation: Detention and the student will have a change of clothing brought to them or they may stay in in-school suspension that day.
  2. 2<sup>nd</sup> violation – Student will be assigned one (1) day of in-school suspension.
  3. 3<sup>rd</sup> and subsequent violations – Student will be assigned up to 2 days ISS, then 3 days ISS

## **SECTION V: STUDENT SERVICES**

### **GUIDANCE COUNSELOR**

The purpose of the guidance program is to assist students in academic achievement, career development, social challenges, and emotional growth. Transfer students are assisted in making a satisfactory transition to their new school setting. Individual conferences with students and parents are encouraged. Confidentiality is a principle that is respected and observed.

### **GIFTED PROGRAM**

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 Gifted Specialist, Karen Clark at 205-543-5203.

### **TEXTBOOKS**

Textbooks used by students are free state-adopted books. Since these books must last for several years, no marks of any kind should be placed on the textbooks except the name of the student on the inside cover. State owned textbooks, lost or damaged, must be paid for. Grades are not issued until textbooks have been cleared.

### **STUDENT LOCKERS**

Lockers should be kept neat, orderly, and locked at all times. They are provided for the convenience of students and the office will collect a lock fee of \$10.00. No other payment will be required unless the lock or locker is damaged during the year. The locker should be cared for in the same manner as all school property. Do not place any note, sign, or sticker on the outside of the locker. Students should report immediately all malfunctions or problems concerning lockers to the middle school office. Lockers are issued to students on a yearly basis from the school. Lockers should always be locked when not in use. A fee of \$1.00 will be charged each time administration is required to open a locker that has been jammed. Do not leave money or valuables in your locker. The school will not be responsible for items stolen from your locker. **The school reserves the right to enter any locker whenever necessary.**

## **CAFETERIA**

Our school serves a well-balanced meal and salad bar each day. Federal regulations require that students pay full price for their lunch if three (3) or more items of the five (5) components are selected. If a student chooses additional items, the student will be charged extra. Economically disadvantaged students should contact the cafeteria manager to receive a national school lunch program application. Student's charges may not exceed \$10.00. No lunch money will be delivered to students during the school day. Parent(s) may leave the students' lunch money at the Middle School Office to be delivered to the cafeteria for deposit in their lunch account.

Students may choose milk and/or tea or fruit juice. It is our desire that lunch period will be an enjoyable time for everyone. So that each student will know his/her responsibility, the following rules are important:

1. Lunchroom tables will be assigned at the beginning of the school year.
2. Students should move through the lunch line without wasting time. Movement should be orderly at all times.
3. Students should have money ready before reaching the cashier.
4. There will be no lunchroom charges. Lunch fees should never exceed \$10.
5. No bottled or canned carbonated drinks are permitted in the school cafeteria.
6. Student should carry all trash from his/her assigned table to the trash receptacle, leaving tables and floors clean for the next students who will use the area.
7. Leave the cafeteria only with permission from supervising teacher. All students will come to the cafeteria during lunch, whether eating or not.
8. Students are not to carry food, tea, ice, straws or items from the vending machines from cafeteria.
9. Fast food restaurant items or product, etc., may not be brought into the cafeteria. Only a lunch prepared and brought from home will be allowed.

## **SECTION VI: STUDENT ACTIVITIES**

### **CLUBS AND ORGANIZATIONS**

Students are encouraged to develop an interest and become active participants in the extra-curricular program at Oneonta Middle School. Clubs are organized for pleasure, service, and academic advancement. The principal must approve the chartering of each club. All clubs should meet monthly, with any other meetings called by the sponsor or officers. No school club shall meet without a faculty member present. Please refer to the school web-site for a list of clubs and organizations offered at Oneonta Middle School.

The principal must approve fund raising activities for all clubs and school organizations.

### **ATHLETIC/EXTRACURRICULAR ACTIVITIES (290-3-1-.02(17))**

To be eligible for extracurricular activities during the school year, students entering the 8<sup>th</sup> grade must have passed during the last two semesters in attendance and summer school, if applicable, at least five new subjects with a minimum composite numerical average of 70 in those five subjects and must have been promoted to the next grade. Students entering the 7<sup>th</sup> grade for the first time are eligible. A physicians' statement for the current year will be required certifying that all students participating in athletics have passed an adequate PHYSICAL EXAM.

Any student athlete, parent/guardian, or fan who is assessed a fine by AHSAA is responsible for the cost of the fine and will be unable to participate in or attend any athletic contest until such fine has been paid to Oneonta Middle School or permission is granted by the middle school principal.

Each athlete representing the school shall depart and return in transportation approved by the school. More detailed athletic requirements may be obtained from the High School Athletic Director. Students pursuing athletic scholarships should consult with the guidance counselor regarding NCAA Clearinghouse requirements. For more information, consult the website for the NCAA Clearinghouse at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net).

Any student planning on being involved in any extracurricular activity should check with that sponsor for requirements at the beginning of the school year prior to tryouts.

## MEDICATIONS

In many cases it is not necessary for a student to take medication during school hours. Check with your child's physician to determine whether an at-school dose of a particular medication is required. If, under exceptional circumstances, a child is required to take medication during school hours, and the parents/guardians cannot be at school to administer the medication, only the school nurse shall administer the medication in compliance with the following regulations.

- All medication (prescription or non-prescription) to be given at school requires written authorization of the parent and/or guardian. **Medication consent forms are available from the school or may be found on the [www.oneontacityschoools.com](http://www.oneontacityschoools.com) website. Each authorization form is valid for only the current school year.** A new form is required for each medication given and each change in medication. Medications brought to the school without a signed authorization form **will not be accepted** until the form is received.
- Only medication brought to the nurse's office by the parents/guardians can be given. Students are not allowed to keep any medication with them unless approved by nursing staff.
- **A child should never be given the responsibility of bringing medication to school.**
- The registered nurse will determine if non-prescription medications are appropriate and whether a physician order is also necessary.
- On the last day of school, parents are responsible for picking up any remaining prescription or non-prescription medication. School nurse will discard remaining medications in a manner consistent with federal guidelines.
- School nurse will refuse to administer medication when there is any discrepancy, i.e. label is different from instructions, label is unclear, or label is torn. This medication will not be given until clarification is obtained.
- NASN (the National Association of School Nurses) "believes school district policies should not permit a school nurse or other staff to administer any product that could be considered a drug, including "natural remedies," herbs, vitamins, dietary supplements, homeopathic medicines, or medications from other countries, without
  1. a written order from a health care provider authorized to prescribe in that state,
  2. identification of the condition for which the product is being used,
  3. a written request from the parent/guardian,
  4. verification that the product and requested dosage are safe for the student (considering age, body weight, and condition), and
  5. reasonable information about therapeutic and untoward effects and interactions.

## PRESCRIPTION MEDICATIONS

A Parent/Prescriber Authorization form must be completed and signed by the physician (prescriber) and the parent/guardian for prescription medication to be dispensed at school. The parent/legal guardian is responsible for having the medication forms completed and delivered to the school.

The parent/guardian must provide the school with medication that is in a correctly labeled prescription bottle/container. The parent/guardian or the parent designated responsible adult shall deliver ALL medications to the designated school nurse. The school nurse will count and document all controlled substances in the presence of a parent/guardian or parent designated responsible adult.

## NON-PRESCRIPTION/ OVER THE COUNTER MEDICINE:

The parent must complete and sign the Parent/Prescriber Authorization form. This medication must be in the original unopened container. Dosage will not exceed package directions for weight and/or age. Non-prescription medication may not be kept with the student during the school day.

A Parent/Guardian Authorization for non-prescription medications is valid for nine weeks only. Parent/guardian has the option of submitting a new form after nine weeks, if warranted. After the nine-week period is over, the parent/guardian must pick up the medication. In order for the non-prescription medication to be valid for the entire school year, a physician/prescriber must sign the medication authorization form. If the medication is not picked up within two weeks after the parent/prescriber authorization expires, the medication will be discarded per federal guidelines.

## STUDENT TRANSPORTATION RULES AND REGULATIONS

When a student boards a school bus, he or she will be under the supervision of the bus driver until unloaded at school or home. The safety of all aboard the bus depends largely upon the behavior of students riding the bus.

The following rules have been adopted to make school bus transportation as safe as possible. Repeated violations of transportation rules and regulations by students may result in suspension of transportation privileges by the transportation supervisor. Parents may then be required to furnish their children's transportation.

1. Students are responsible to the bus driver concerning conduct on the bus. Obey the bus driver.
2. Students are subject to their school's student code of conduct while riding school buses.
3. Be at the **designated** place both morning and afternoon ready to board the bus at the scheduled time. **Students will refrain from leaving or boarding the bus at locations other than the assigned stops at home or school.** Students will not be permitted to leave the bus and go into stores on route to and from school. Students should only leave the bus with the consent of the driver.
4. Students will not ride buses on trips other than regular runs without filing permits with the Principal authorized by the parent(s) or guardian(s) for such trips.
5. Do not stand in the roadway while waiting for the bus. Students should not "play" or conduct any form of "horseplay" while waiting for the bus.

6. Wait until the bus has come to a complete stop before attempting to get on or off. Wait in a line so that no one will be injured.
7. Enter or leave the bus only at the front door, except in case of an emergency.
8. Refrain from loud talking or behavior, which may divert the driver's attention.
9. Tobacco, alcohol, drugs or any other controlled substances are prohibited on school property.
10. Students will refrain from eating and drinking on the bus. Do not bring bottles on bus.
11. Students will not carry weapons, hazardous materials, nuisance items or animals on the bus.
12. Students will refrain from extending head, arms or objects out of the bus windows. Do not throw anything out of the bus windows.
13. The vandalism or damaging of any form of bus property will not be allowed. Consequences will include disciplinary action as determined by administration and will include reimbursement to the school for the cost of repair.
14. Keep aisles of the bus unobstructed at all times.
15. Remain in your seat while the bus is in motion.
16. Leave no books, lunches, etc. on buses.
17. Students will refrain from hitching rides via the rear bumper or other parts of the bus.
18. Students will respect the rights and safety of others and help with the comfort and safety of others and help with the comfort and safety of smaller students.
19. In case of a road emergency, remain in the bus or follow the driver's instructions.
20. When exiting the bus, make certain that the bus has come to a complete stop, that the door is still open, and that the stop signal is extended.
21. Cross in front of the bus and proceed across the roadway upon a signal from the driver.

#### STUDENT TRANSPORTATION POLICY

A student damaging a school bus will be subject to disciplinary action up to and including, suspension of bus privileges reinstated until payment is made as directed by the Principal or Transportation Supervisor.

The bus driver will never assume authority for suspending bus privileges or taking disciplinary action against a student.

#### POLICIES OF MISCONDUCT ON BUSES

1. Counsel the student and send a bus conduct report to the parent or legal guardian. Student is placed on bus probation.
2. Suspend the student from the bus for 1 day.
3. Suspend the student from the bus for 3 days.
4. Suspend the student from the bus for 1 week.
5. Long term suspension at principal's discretion.

NOTE: Special circumstances may warrant disciplinary action for steps 2-4.

Any inquiry concerning transportation should be made to: Shannon Jones, Transportation Supervisor, Oneonta City Schools, 27605 State Hwy. 75, Oneonta, AL 35121, Phone: 205-625-3801

## **IMPORTANT NOTIFICATIONS TO PARENTS**

The Alabama Legislature passed nine acts into law that became effective in May 1994. The following are synopses of the laws as they pertain to public schools grades K-12.

- S.70 (Act 94-820) – make provisions for the suspension of driver’s licenses for persons under the age of 19 who are convicted of the possession of a pistol on school premises.
- S.71 (Act 94-782) – requires local boards of education to develop and distribute school behavior policies to parents.
- S.72 (Act 94-817) - provides for Class C felony charge against certain persons in possession of a weapon while on the premises of a public school.
- S.73 (Act 94-819) – makes parents liable for damages to school property caused by children less than 18 years of age.
- S.74 (Act 94-783) – subjects a person who unlawfully sells, furnishes, or gives a controlled substance to a minor to certain civil liability.
- S.75 (Act 94-787) – requires local boards of education to establish disciplinary school programs for disruptive students.
- S77 (Act 94-784) – amends Section 16-1.24.1, Code of Alabama 1975, to provide for further discipline in the schools and the establishment of school discipline plans.
- S.78 (Act 94-793) - amends Section 16-1.14, Code of Alabama 1975, to require local boards of education to promulgate rules and regulations concerning behavior discipline.
- S.79 (Act 94-794) – amends Section 13A-6-21, Code of Alabama 1975, to make it a felony to assault teachers or employees of public education institutions or peace officers.
  
- The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. This law applies to all schools that received funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students”. Questions regarding FERPA, should be directed to Mrs. Lauren Wilson at 28370 State Highway 75, Oneonta, AL, 35121, telephone number 205-543-1515.

- **UNSAFE SCHOOL CHOICE OPTION**

1. Definitions – A transfer option school (TOS) in the state of Alabama is one in which for three (3) consecutive school years the school has expelled one percent (1%) of the student population or five (5) students (whichever is greater) for violent criminal offenses committed on school property during school hours or committed at school-sponsored activities. The words “transfer option school”, “TOS” or “TOS school” shall mean a “persistently dangerous school” as those words are used in the No Child Left Behind Act of 2001, Public Law 107-110, Title IX, 9532(a) and (b). For the purpose of this definition, a “violent criminal offense” shall mean homicide; robbery; assault in the first and/or second degree; sexual battery (including rape) as these offenses are defined in the Criminal Code of Alabama (see s.13A-6-1, et.seq., AL. Code 1975); and use of a handgun, firearm component, explosive, knife, and other “unknown weapons” as defined by the Student Incident Report.
2. A student who becomes a victim of a violent criminal offense committed on school property during school hours or at school sponsored activities shall be given an opportunity to transfer to a safe public school within the LEA. The LEA shall notify the student’s parent/guardian of the right to transfer as soon as practicable, not to exceed ten (10) calendar days from the date of a final determination by the school board or its designee that a violent criminal offense has occurred. All LEA transfer procedures will be observed. It shall be the policy of the Alabama State Department of Education (SDE) to notify the LEA annually when one or more of its schools have been identified as a transfer option school. Each Superintendent or his or her designee shall orally notify the Prevention and Support Services Section of the State Department of Education within twenty-four (24) hours of the decision that a violent criminal offense has occurred, followed by written confirmation. The State Department of Education will assist the LEA in resolving all safety issues. At a minimum, an LEA that has one or more schools identified as persistently dangerous must:
  - a. Step 1 – Notify the parents/guardians of each student attending the school within ten (10) working days that it has been identified as a transfer option school and offer students the opportunity to transfer to a safe public school within the LEA if another school is available.
  - b. Step 2 – Complete the transfer for those students who opt to do so within twenty (20) working days.
  - c. Step 3 – Develop a corrective action plan to be submitted to the SDE for approval within twenty (20) working days of the LEA’s receipt of status.
  - d. Step 4 – Implement the corrective action plan.

Once a school has been identified as a transfer option school, it can return to safe status by

1. Completing Steps 1-4 above and
2. Completing two (2) consecutive years with less than one percent (1%) of the student population or five (5), students (whichever is greater) expelled for violent criminal offenses as defined in its policy.

## **PARENT(S) RIGHT TO KNOW TEACHER QUALIFICATIONS**

To: Title I Parent(s)

From: Oneonta City Schools

Date: August 6, 2020

We are pleased to notify you that in accordance with the *Every Student Succeeds Act of 2015*, you have the right to request information regarding the professional qualifications of your child's teacher. Specifically, you may request the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to receive this information, please contact Lauren Wilson at 205-543-1515 and request a Parent(s) Right To Know form.

### **Annual AHERA Notification Oneonta City Schools**

Under the Asbestos Hazard Emergency Response Act (AHERA) of 1986, Oneonta City Schools is required to annually notify all school building occupants or the legal guardians of the availability and location of the Asbestos Management Plans and of any post-response action activities, including periodic re-inspection and surveillance activities that are planned or in progress.

In the past year, the AHERA related activities conducted have been the periodic/3-year re-inspection of all building materials. The 3-year re-inspection was conducted by Terracon Consultants, Inc., a State of Alabama (Safe State) accredited asbestos consulting firm. The reports for the re-inspection are available at the Administration office.

In the coming year, the planned activities under the AHERA standard are routine maintenance of building materials and the periodic/6-month surveillance to maintain current information on the conditions of materials in our building. Maintenance and renovation response actions will be conducted as needed to maintain materials in an acceptable state.

The AHERA Management Plans are available for public review at the Administration Office during normal working hours. A reasonable charge will be made for requested copies of the Management Plan(s).

# ONEONTA CITY SCHOOLS

## INTERNET USAGE AND EQUIPMENT AGREEMENT

### **Access to Technology Resources Policy**

In order to enhance educational opportunities for its students and for employees to be able to work in a professional and intellectually-stimulating environment, it shall be the policy of the Oneonta City Board of Education to permit access to and use of developing technology equipment and resources, including but not limited to, the Internet. Such access and use shall be restricted to faculty, students, and other persons who are engaged in bona fide educational and administrative activities which serve and are consistent with identified educational objectives and authorized support functions. To those ends, the Oneonta City Board of Education is authorized to establish and impose reasonable rules and regulations regarding access to and use of school-based technology equipment and resources and to require adherence to said rules and regulations through such means as the "Internet Usage and Equipment Agreement" and by the application of appropriate disciplinary policies and procedures.

### **Statement of Caution and Consequences**

Board policy restricts access to and use of technology equipment and resources, including the Internet, to instructional and related purposes with the intent to further educational goals and objectives. However, because of the nature of the technology, it is impossible to ensure that a user's intent upon doing so will not be able to gain access to unsuitable material and data through misuse of computers or the Internet. Oneonta City Schools (OCS) system subscribes to a filtering service to filter or block inappropriate Internet access. Thus, it is the intention of OCS that all technology resources will be used in accordance with any and all school system policies and procedures as well as local, state and federal laws. Internet activity can and will be monitored, along with other aspects of technology usage. Successful or unsuccessful attempts to bypass the Internet filter, misuse of equipment, access to prohibited sites by using proxies or other resources are a violation of this agreement and may result in denial or cancellation of access privileges and are subject to disciplinary action in accordance with the Code of Student Conduct and other applicable policies and regulations. Users are also subject to any civil penalties or criminal sanctions that may arise from unlawful use of the Internet.

### **Regulations Regarding the Use of Internet Resources**

**1. Acceptable Use.** The use of technology equipment and resources, including the Internet, must be in support of education or research, through the provision of unique resources and opportunities for collaboration among students, teachers and administrators. Use of the Internet must be in support of this and consistent with the educational objectives of the school. Non-educational use may be limited by faculty/staff. Transmission or receipt of any material in violation of any state or federal law is prohibited.

**2. Privileges and Expectations of Users.** The use of equipment, the OCS network and the Internet is a privilege, not a right, and unauthorized, abusive or inappropriate use may result in restriction or cancellation of those privileges. Users are expected to take proper care of technology equipment and resources. Users of the network will not use their account to obtain, post, view, download or otherwise gain access to potentially objectionable materials such as any defamatory, inaccurate, abusive, violent, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material. Such conduct would include, but is not limited to, placing unlawful information on or through the schools' computer network, accessing another person's files or e-mail, and using obscene, abusive, or otherwise objectionable language or images in either public or

private files or messages. Users of OCS technology resources must be aware that OCS cannot assume any liability arising out of the illegal or inappropriate use of technology resources.

Students and staff are responsible for appropriate, good behavior on school computer networks and the Internet just as they are in a classroom or on school property. General school rules for behavior and communication apply. It is understood that parents/guardians of minors are responsible for setting and conveying the values that are above the school standards that their children should follow when using media and information sources. Because communications on the network, e-mail, chat rooms and other forms of direct electronic communications are often public in nature, all users should be careful to maintain appropriate and responsible standards. There can be no assurance that e-mail or other forms of direct electronic communication will be confidential and/or private. All users should be aware that information sent via e-mail, in documents, or other means are considered legal documents and can be subpoenaed. All correspondence should be professional in nature. All staff members should follow appropriate behavior standards and maintain the utmost professionalism when posting information on social media sites, web-sites, and during any personal communication relating to school, student, or personal issues whether it is through the OCS network or an outside network.

Safe Internet practices should always be followed. Never disclose personal information and never plan to meet anyone encountered online. Access to network service will be provided only to students and employees who agree to act in a considerate and responsible manner. To that end, OCS supports and respects each family's right to decide whether or not to apply for independent access. To gain access, all students must obtain parental permission and must sign and return the Internet Usage and Equipment Agreement form. All employees must sign the Internet Usage and Equipment Agreement Form.

**3. Personal Devices.** These Internet usage and equipment policies and procedures pertain to technology equipment personally owned by school employees and students which are brought into school facilities. All personal technologies used on the OCS campus are subject to this agreement and may be used only if such use is in compliance with all school system policies, procedures, and guidelines as well as local, state and federal laws. (This also includes any external storage medium including Dropbox, Google Docs or similar online storage.) Staff and students are required to sign the Internet Usage and Equipment Agreement to gain access to the OCS network, the Internet, and other technology resources. Attempts to circumvent defined procedures to access to the OCS network on personal devices without proper authority may result in disciplinary action for students or staff. OCS is not responsible for any hardware or software damage or repair to personal devices on the OCS network.

**4. Network and E-Mail Guidelines.** OCS network and Internet users are expected to abide by the generally accepted rules of network etiquette and are expected to act in a considerate and responsible manner. The following infractions are not permitted on any OCS computer, computer network, personal device accessing the OCS network, the Internet or any technology resource. This list is not all-inclusive; discretion should be used at all times.

- a. Sending, displaying, posting or downloading offensive, profane, obscene, pornographic, disrespectful, threatening, or prurient messages or pictures.
- b. Harassing, insulting, embarrassing, threatening, bullying or attacking others or their work.
- c. Using obscene, racist, profane, discriminatory, threatening or inflammatory language in a document, email, web-site, posting, etc.
- d. Using a digital camera, camera phone, or any other device capable of storing a still or video image to take inappropriate and /or embarrassing pictures. Editing or modifying digital photos with the intent to embarrass, harass or bully.
- e. Posting any false or damaging information about other people, the school system, or other organizations.

- f. Damaging computer equipment, any technology resource, computer systems, computer networks, or documents created by other users. This includes changing workstations and printer configurations.
- g. Violating copyright laws. Plagiarizing computer-copyrighted materials constitutes inappropriate behavior.
- h. Use of technology resources to create illegal materials (i.e. counterfeit money, fake identification, etc.) or illegal activities (i.e. threats, instructions of how to perform an illegal act, any form of pornography, drug dealing, purchase of alcohol, gang activities, or any illegal or inappropriate activity).
- i. Using another user's password.
- j. Accessing or trespassing in another user's files, folders, or work or any form of 'hacking.'
- k. Intentionally wasting limited resources.
- l. Disrupting the use of the network by other users.
- m. Uploading or creating computer viruses, malware or spyware.
- n. Re-posting non-academic, personal communications without the original author's prior consent.
- o. Installing software or downloading unauthorized files, music, games, programs or other electronic media onto a workstation, laptop, network drive or any other technology device.
- p. Attempts to circumvent network security or internet access restrictions by any means.
- q. Revealing personal information (i.e. photographs, addresses, or telephone numbers).
- r. E-mailing outside the school system or storing/saving on external storage drives or portable devices that do not remain on campus, electronic copies of student or staff personal information. This information includes, but is not limited to data containing social security number, information protected by FERPA, and any other sensitive and/or protected information.
- s. Using the network for commercial or political purposes.
- t. Ordering anything from the Internet is strictly prohibited by students. Any charges incurred would have to be paid by the user and are not the responsibility of the school.

## **5. Security**

- a. As a registered user of this network, users are responsible for the use of their account and password. Users may only log on to the network with their assigned user name and password. Users should not disclose their password to anyone. If a user feels that their password has been compromised, the user should notify the technology staff immediately. Unauthorized access, including "hacking" is prohibited.
- b. Users who discover or suspect a security problem should notify the teacher, the technology staff, or principal, and should not discuss the problem with or demonstrate it to other users.
- c. Any user who receives threatening or unwelcomed communications or encounter materials that violate the school code of conduct should immediately bring them to the attention of an administrator, teacher, or the technology staff.
- d. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

## **6. Procedures for Use**

- a. In addition to a signed Internet Usage and Equipment Agreement form, student users must have permission from their instructors before using computers, the Internet, or related technology equipment or resources.
- b. Users may not play games or use computer resources for non-academic activities unless given permission to do so by the teacher, superintendent, administrators, or technology staff.
- c. Users may not waste or take without permission supplies (such as paper, printer cartridges, external storage devices, etc.) that are provided by OCS.
- d. No user of electronic media may purchase and/or install technology hardware or software without the written approval of the technology staff.
- e. Damage or vandalism of any technology resource including, but not limited to, equipment, computer networks, or programs will result in punishment as defined in the school conduct policy.

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

## **7. Oneonta City Schools Domain**

a. Any and all devices connected to the OCS network are considered to be in the private domain of OCS.

b. Any and all devices connected to the OCS network are subject to inspection, search and monitoring by the superintendent, administrators, or appropriate members of the technology staff, including data stored by individual users on individual school or personal devices. Users should be aware that activities might be monitored at any time, without notice.

c. All network activity is logged and subject to review by the superintendent, administrators or technology staff members periodically.

d. No information or resource connected to the OCS network should be considered personal or private from the appropriate members of the technology staff, administrators or superintendent.

e. Rules and regulations of system usage will be modified, added, and posted from time to time by the administrators of the OCS network. Users of the network are subject to these additional rules and regulations.

f. All users have a right to privacy. However, if a user is believed to be in violation of the guidelines, the superintendent, administrators or technology staff members may review communications to maintain system and network integrity and to insure that students and staff are using these resources responsibly.