



**ONEONTA CITY SCHOOLS  
STUDENT HANDBOOK 2024-2025  
APPROVED JUNE 24, 2024**

Accredited by  
Southern Association of Colleges and Secondary Schools  
And  
Alabama State Department of Education

**ONEONTA CITY BOARD OF EDUCATION  
28370 State Highway 75  
Oneonta, AL 35121**

[www.oneontacityschools.com](http://www.oneontacityschools.com)

**Phone: 205-543-1515 --- Fax: 205-543-1545**

**Central Office Staff**

Mr. Craig Sosebee ..... Superintendent  
Mrs. Tammy McMinn ..... Assistant Superintendent  
Mrs. Jaclyn Ashby ..... Central Office Coordinator  
Mrs. Katie Bryant ..... CSFO  
Mrs. Heidi Chambers ..... Technology Coordinator  
Mrs. Sharon Reeves..... Technology Assistant  
Mrs. Karen Teal ..... Secretary

**District Services/Staff**

**Lunchroom** - Gina Campbell .....205-543-1547  
**School Nurses** ..... 205-536-7831  
**Special Education Coordinator** - Amanda Phelps ..... 205-536-7756 ext 1006  
**System Translator** - Maria Romo..... 205-543-5203 ext 1505  
**Transportation-** Alex Strickland ..... 205-545-5913

**City Board of Education**

**Contact Numbers**

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Mr. Patrick Adams..... 205-446-3797  
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Mrs. Sharon Breaseale..... 205-446-1973

If you have questions about the information included in this handbook or any other aspect of the program at Oneonta City Schools, please call the appropriate school office or Board of Education. 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.

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**2024-2025 ONEONTA CITY SCHOOLS FACULTY AND STAFF**  
**27605 State Highway 75, Oneonta, AL 35121**  
**www.oneontacityschools.com**

**ONEONTA ELEMENTARY SCHOOL**

Phone: 205-536-7756 - - - Fax: 205-536-7856

**Julie Talton.....Principal**

**Beth Hypes.....Assistant Principal**

Alicia Glenn..... Secretary  
Jennifer Horton ..... Bookkeeper

Rosemary Atkinson ..... Kindergarten  
Johanna Blackwood..... 5th Grade  
Sharon Blackwood ..... Intervention  
Ramona Brewer ..... 4th Grade  
Christy Brooks..... Aide  
Nate Butler ..... PE Aide  
Lauren Champion ..... Special Education  
Taylor Claburn ..... 1st Grade  
Destinee Cole ..... 4th Grade  
Brooke Cornelius ..... Kindergarten  
Anna Daniel ..... Kindergarten  
Mallory Elrod... Kindergarten  
Julie Endress ..... 5th Grade  
Carsyn Gilliland ..... Gifted  
Kara Green ..... Kindergarten  
Victoria Green ..... Art  
Cecilia Hernandez-Sims..... 2nd Grade  
Disa Hickman ..... Special Education  
Angie Hogeland ..... 3rd Grade  
Jana Hollingsworth ..... 5th grade  
Abby Jones..... Local Reading Specialist  
Jacob Kwasniewski..... Music  
Carol Kenyon ..... 4th Grade  
Kalle Killough ..... Math Academy  
Kaycee Lowe ..... Aide  
Hannah Maze ..... Intervention  
Sandy McElvey ..... Technology  
Ulices Mena. .... 3rd Grade  
Liz Miller ..... Special Education  
Jill Mintz ..... 1st Grade  
Kelly Moon ..... Reading Intervention  
Brooke Murphree..... Kindergarten  
Janna NeSmith ..... 2nd Grade  
Kimberly Owen..... 1st Grade

Austin Owens .....	Physical Education
Heather Owens .....	3rd Grade
Tracey Payton .....	2nd Grade
Baylor Phillips .....	PE Aide
Cheryl Phillips .....	Intervention
Haley Powell.....	Aide
Catey Presley .....	4rd Grade
Anna Price .....	5th Grade
Beatriz Vargas Reyes .....	ESL Teacher
Rachel Richey.....	Counselor
Debbie Rudy .....	LPN
Amberlyn Scott .....	3rd Grade
Emily Siler .....	1st Grade
Elyssa Smith .....	Media Specialist
Nicole Stewart.....	1st Grade
Sarah Tekulve.....	Occupational Therapist
Amanda Tidmore .....	Aide
Regina Vargas .....	Special Education
Molly Walk.....	2nd Grade
Morgan Walker.....	2nd Grade
Tricia Watson .....	2nd Grade
Sarah Whitley .....	Special Education
Madeline Woodham.....	1st Grade
Jennifer Woods .....	3rd Grade
Wendy Young .....	Aide

# ONEONTA MIDDLE SCHOOL

Phone: 205-543-5203 - - - Fax: 205-543-5839

**Leigha Rogers.....Principal**

**Brad Mitchell.....Assistant Principal**

Adriana Lopez.....Secretary  
Betty Jane Spradlin ..... Bookkeeper

Jonathan Butler..... Physical Education  
Allison Carroll ..... Choir  
Jeremy Cox ..... Science  
Jennifer Fallin ..... Intervention  
John Fallin ..... Social Studies  
Jennifer Gallagher ..... English  
Missy Gehri ..... English  
Baylee Gibbs ..... Physical Education  
Victoria Green..... Art  
Tiffany Jones ..... Mathematics  
Valerie Jones ..... Reading  
Brittany McDonald ..... ESL  
James McDonald ..... Middle School Band/Music  
Robin Minor .....Special Education  
Emily Moore ..... Computer  
Jill Phillips ..... Social Studies  
Terre Powell ..... English  
Kerri Reynolds ..... Science  
Tonya Short ..... Special Education  
Wendy Smithson ..... Social Studies  
Kathleen Sosebee ..... Librarian  
Luis Vazquez..... Science  
Chelsea Walker .....Mathematics  
Stefanie Weston ..... STEAM Instructor  
Erica Whited ..... Mathematics  
Amanda Wood.....Counselor

# ONEONTA HIGH SCHOOL

205-545-5913 - - - Fax: 205-545-5914

**Jeff Jones.....Principal**

**Alex Strickland.....Assistant Principal**

Alina Busenlehner ..... Secretary  
Betty Jane Spradlin ..... Bookkeeper

Ashley Allen ..... Science  
Katie Arnold ..... Special Education  
Christy Bass ..... Math  
Maggie Battles ..... Librarian/Yearbook  
Ashlea Brown ..... Math  
Jonathan Butler..... Physical Education  
Lisa Butler.....Counselor  
Allison Carroll ..... Music & Drama  
David Elrod ..... ISS/Drivers Education  
Rhonda Ford ..... Math  
Bethany Franklin ..... Family & Consumer Science  
Baylee Gibbs..... Physical Education  
Cory Glasscock..... Health  
Idania Gonzalez ..... Spanish  
Megan Hastings..... Career Coach  
Amanda Haston..... Science/ACCESS  
Meghan Kilgo ..... Intervention  
John Michael Lauderdale..... Alternative Program  
Coleman Mason..... Social Studies  
Susan Mason ..... English  
Brittany McDonald ..... ESL  
James McDonald ..... High School Band  
Robin Minor .....Special Education  
Charles Morris..... Social Studies  
Michelle Patrick ..... Science  
Abby Patterson ..... Art  
Sharon Ray ..... Business Technology  
Nic Riley ..... Science  
Misty Sandlin ..... English  
Lynne Sargent ..... English  
Chris Shelton..... Career Preparedness  
Kelly Staggs..... Aide  
Emily Storey..... Math  
Adam Tekulve ..... Social Studies  
Matthew Tolbert..... Social Studies  
John Micah Whited ..... Physical Education



## **MESSAGE FROM THE SUPERINTENDENT:**

Dear Oneonta City Schools Parents and Students,  
Welcome to Oneonta City Schools! Our Board of Education, teachers and employees are committed to providing the best possible educational experience possible. Much effort has been taken to deliver outstanding standards-based instruction and exceptional extra-curricular opportunities that lead to a well-prepared high school graduate. I ask that we partner together in an effort to provide each student with the best opportunities possible and the encouragement needed to be a successful student.

Craig Sosebee  
Superintendent, Oneonta City Schools

## **MISSION, VISION, AND BELIEF STATEMENTS:**

### **MISSION STATEMENT**

“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

## **WELCOME**

Welcome to the Oneonta City School System. The goal of Oneonta City Schools is to offer educational opportunities which meet the State Board of Education requirements and to prepare children to lead a full and productive life. We are accredited by the Southern Association of Colleges and Schools and we strive to maintain a sound educational program.

## **PHILOSOPHY AND OBJECTIVES:**

It is the philosophy of Oneonta City Schools 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.

## **LEGAL NOTICE:**

It is the policy of Oneonta City Schools 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 the Federal Programs, 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 City Schools. 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.

## **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

# SECTION I: GENERAL INFORMATION

## Oneonta City Schools 2024-2025 Calendar Board Approved 1-29-2024

July 4 - Independence Day  
July 5 - Central Office Closed  
July 12 - Central Office Closed

July 2024						
	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 2025						
		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	

Jan 1-3 - Holiday  
Jan 6 - Teacher Work Day  
Jan. 10 - Report Cards go out  
Jan 20 - PD Day  
(18 school days)

Aug 5-7 - Inservice, PD  
Aug 8 - First Day of School

(17 school days)

August 2024						
			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 2025						
						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	

Feb 7- Midterm  
Feb 17 - PD Day  
(19 school days)

Sept 2 - Labor Day  
Sept 6 - Midterm  
Sept 23 - PD Day

(19 school days)

September 2024						
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 2025						
						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					

March 12 - End of 3rd Quarter (45 days)  
March 19 - Report Cards go out  
March 24-28 - Spring Break  
(16 school days)

Oct 11 - End of 1st Quarter (45 days)  
Oct 14-15 - Fall Break

Oct. 18 - Report Cards go out

(21 school days)

October 2024						
		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 2025						
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			

April 17 - Midterm  
April 18 - Spring Holiday

(21 school days)

Nov 11 - Veterans Day Holiday  
Nov 15 - Midterm  
Nov 27-29 - Thanksgiving Holidays  
(17 school days)

November 2024						
					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 2025						
				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

May 22 - End of 2nd Semester  
End of 4th Quarter (45 days)  
Last Day of School  
Early Release  
May 23 - Teacher Work Day  
Graduation  
May 26 - Memorial Day  
(16 school days) (90 days in semester)

Dec 20 - Early Release  
End of 1st Semester  
End of 2nd Quarter (44 days)  
Dec 23-31 - Christmas Holidays  
(15 school days)  
(89 days in semester)  
(93 teacher days)

December 2024						
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 2025						
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					

June 6 - Central Office Closed  
June 13 - Central Office Closed  
June 20 - Central Office Closed  
June 27 - Central Office Closed

179 student/ 187 teacher days

## **SCHOOL DAY:**

The school day begins when a student gets on a school bus or arrives on school grounds. The school **doors will open at 7:10 am, students should not arrive at school before that time.** Breakfast will be served at 7:25 in the lunchroom for those students who would like to eat breakfast at school. Students are to remain in the designated holding areas until the first bell or until a teacher dismisses from that area. OES students are held in the OES Library for K-2 students and the 3-5 hallway for 3-5 students. OMS students are held in the cafeteria. OHS students are held in the OHS lobby. 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.

## **BELL SCHEDULES:**

### **ONEONTA ELEMENTARY SCHOOL:**

- First Bell- 7:40 a.m, Tardy Bell- 7:45 a.m.
- If you are late, you must enter the school with your child and check them in at the elementary office.
- Dismissal- 2:45 p.m.
- Students should be picked up from school on time.
- You must send a note to your child's teacher if there is a pickup change. Please do not call the school for pick-up changes unless it is an emergency. Changes will not be made to transportation after 2:15 p.m.

### **ONEONTA MIDDLE SCHOOL:**

7:37	First Bell
7:40 - 8:41	First Period
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

### **ONEONTA HIGH SCHOOL:**

#### Monday/Wednesday/Friday

7:37	First Bell
7:40-8:34	1st period
8:38-9:32	2nd period
9:36-10:30	3rd period
10:34-11:28	4th period
11:32-12:26	5th Period
12:26-12:51	Lunch
12:55-1:49	6th Period
1:53-2:47	7th Period

#### Tuesday-Thursday

7:37	First Bell
7:40-8:29	1st period
8:33-9:22	2nd period
9:26-10:15	3rd period
10:19-11:08	4th period
11:12-11:43	A.O.
11:47-12:36	5th Period
12:36-1:01	Lunch
1:05-1:54	6th Period
1:58-2:47	7th Period

### **VISITORS TO SCHOOL:**

All school visitors **MUST** go directly to the nearest office upon arriving on campus. For the safety of our students, you will be asked to present your driver's license for scanning purposes before obtaining a visitor's pass. All visitors must display their visitor pass at all times and exit through the office issuing the pass.

**Please note, at times, OCS reserves the right to restrict visitors inside the school building.** For OMS and OHS, no visitation will take place during lunch without getting approval from the principal at least one day ahead of time. For OES, see School Policy for Elementary Lunch Room Visits in the Cafeteria section of this handbook. No visitor passes will be given during exam days. Parents should not go into the classroom areas unless they have signed in at the office and made prior arrangements with the teacher to be there for a conference or as a volunteer.

The rules for visitors are for safety reasons and are not intended to keep anyone from the school. Controlled access to all schools is to protect the students and to prevent class disruption. Your cooperation is appreciated.

### **PARENT/TEACHER CONFERENCES:**

Communication between parents and their child's teacher is encouraged in order to improve each student's education. Conferences may be scheduled by calling the appropriate school office at or by emailing the teacher directly. Conferences will only be scheduled at a time when teachers are without students (before or after school or during the teacher's planning period). All conferences should be scheduled and not interrupt class or instructional time.

### **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.

### **TELEPHONE AND MESSAGES:**

Students may be permitted to use the office telephone only if granted permission by a school official. Outside food can not be delivered. Phone calls and messages will be taken for students **only in emergency situations**. Make after school arrangements with your child **before** they come to school. Due to time constraints, no messages will be delivered after 2:15 p.m.

### **DELIVERY OF ITEMS:**

The delivery of school items (textbooks, lunch money, PE clothes, projects, etc.) is discouraged. The school office staff will only deliver items deemed appropriate by an administrator.

### **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 in their designated halls.

## **TRAFFIC AND VISITOR PARKING:**

**ONEONTA ELEMENTARY SCHOOL** - Please read and follow all communications that students bring home about parking and traffic. **Parking in front of the elementary building is reserved for faculty and staff. Please do not block teachers' cars or park between car lanes.** Visitors may park in the designated area between the high school and the elementary building. If you enter on the elementary end of the building, make the loop and the parking spaces are located on the left before you get to teacher/staff parking.

### **Morning and Afternoon traffic:**

- At the beginning of the year, numbers will be assigned to parents who do not yet have a car number. Parents are asked to pull to the stop sign, the number will be called or sent to the students' classrooms. The students will gather on the porch or with the teacher until released to go to the car. Students will not be released to go to parked cars out of the traffic lane. If you do not have a number or have misplaced your number, request one from the elementary office. After all cars have gone through the line, if students are left, they will wait in the elementary office and the parent must come inside the building to pick up their child/children. **If your child does not come out when their number is sent or called, you will be asked to circle back around or park.**
- If you do not have the official car tag that is provided by the school, you will be asked to park and come inside to pick up your child.
- **All students must be picked up by 3:05.**
- **Parents MUST remain in cars and SHOULD NOT walk up to get their child/children.**
- **Students with middle school and high school siblings will be picked up in the back of the school after buses leave campus.**
- If a student is to be picked up by a high school student, a permission form must be filled out and returned to the elementary office. Those students will remain in the car rider classroom until they are picked up by the person they are riding with. If student misbehavior occurs, he/she will no longer be allowed to wait and be picked up by someone from the high school.

**ONEONTA MIDDLE SCHOOL** - Students should be dropped off in the morning in front of the middle school. Students should be picked up at the back of the school no later than 3:05.

**ONEONTA HIGH SCHOOL** - High school car riders are to be dropped off at the bottom of the student parking lot in the mornings and picked up behind the school in the afternoons after buses leave campus. No car rider should be picked up in the student parking lot in the afternoons.

## **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. An accident form must be completed and submitted to the school administrator..

## **CARE OF SCHOOL FACILITIES:**

Oneonta City Schools 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 may be subject 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 school principal. Students are allowed to bring and carry approved water bottles filled with only water throughout the day.**

### **PERSONAL POSSESSIONS/MONEY/VALUABLES:**

Personal possessions, such as money, jewelry, clothing, electronics, etc. are the responsibility of the individual student. These items should be kept with the student at all times. It is recommended that students do not bring large sums of money or valuable personal property to school. We have found that if you label clothing, particularly jackets, it is helpful in identifying the owner if the item becomes lost. Student lockers and P.E. lockers are available for students to purchase for appropriate grade levels.

### **SCHOOL PARTIES:**

Each OES grade has a party in December and an end of the year party. **Please do not plan other parties or bring refreshments or gifts to school for unscheduled events (ex. cupcakes for birthday, lunch from a fast food restaurant for your child.)** Other class parties may be scheduled with prior approval from the principal.

### **BALLOONS AND FLOWERS:**

Delivery of balloons, flowers, gifts, etc. for students will not be accepted at school. If sent to the school, they will be returned.

### **INVITATIONS:**

Please do not send invitations with your child to school inviting other students to their birthday party or other personal parties. They will be sent home and will not be passed out.

### **ANIMALS AT SCHOOL:**

Laws enacted in 1997 are very specific about animals that may be brought to school. Certain diseases may be passed on to children from animals. **Animals cannot be brought to school without approval from the school principal.**

### **P.T.O.:**

The Parent Teacher Organization is an organization of parents, teachers and other citizens who want to become involved in working together for the good of the students of Oneonta Elementary School and Oneonta Middle School. An elected group of six officers are chosen each spring from the general membership. Regular meetings are announced during the year.

The PTO raises funds through fundraisers yearly to financially support the school, teachers, and students. Funds are allocated by the elected officers for the teacher, grade level and school needs. All parents are encouraged to join PTO and may sign up with their child's teacher at the beginning of the year.

Membership is \$5.00 per family and a check may be made to the OES or OMS PTO and sent in to the student's teacher at any time. Participation is encouraged and appreciated by the organization, teachers, and school administrators.

## **PARENTAL INVOLVEMENT POLICY:**

- Parents are encouraged to schedule visits to the school. Open communication between parents and the school is desirable and will result in a better education for our children. If you would like to set up a conference with your child's teacher, please call the office or e-mail the teacher. We encourage you to conference with your child's teacher throughout the year as needed. For safety purposes, all visitors must present a valid photo ID that will be checked through our Raptor Visitor Management System by our school secretary upon entering the school. A visitor's badge will be administered that will include your name and the area that you will be visiting.
- Schools will provide information at the first PTO meeting of the school year and at Open House for parents, students, and faculty to be informed of the school's Parental Involvement Policy and explain the rights of the parent to be involved.
- Schools will offer flexible meeting times; ex. before school, teacher's plan time, or after school.
- Schools will involve parents in an organized, ongoing and timely way, in planning review and improvement of programs, including this school parental involvement policy by offering them a place on selected committees within the school and PTO.
- Schools will provide parent of participating children timely information about programs under Title I.
- A description and explanation of the curriculum in use at the school and the ways their child's progress is assessed, along with goals the child is expected to meet.
- If requested by parents, regular meetings to discuss decisions relating to the education of their child or children and opportunities for the school to respond to reasonable suggestions as soon as practically possible.
- Schools will give parents of participating children an opportunity to submit any comment regarding the improvement of the school through needs assessment surveys.
- Schools will provide parent with information concerning the state's academic content and achievement and attainment of the state's high standards.
- Schools will provide parents with information concerning the achievement standards, assessment and requirements and how to monitor a child's progress so educators can encourage children in the areas where they are weak.
- Schools will provide material and training to help parents work with their children to improve their child or children's achievement.
- Schools will educate all school personnel and staff in the value and use of contributions of parents and how to reach out to, communicate and work with parents as partners to build ties between the parents and school.
- Schools will coordinate and integrate parent involvement programs and activities with community programs such as: Head Start, public pre-school and other programs. Provide a parent resource center to encourage and support parents.
- Schools will ensure that information related to the school and parent programs, meetings and other activities are sent to parents in a format that the parent can understand.
- Schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities and parents of migratory children.
- Schools will provide other reasonable support for parental involvement activities as parents may request.



## EMERGENCY OPERATING PROCEDURES:

Each teacher/classroom should have the Emergency Operating Procedures notice posted in a highly visible area by the exit door.

<p><b><u>Heightened Awareness</u></b> (Get Your Attention)</p> <p>This means a potential may exist for an unusual situation and all parties should have heightened awareness to react as needed.</p> <ul style="list-style-type: none"> <li>Follow school communication plan to learn and share information</li> <li>Limit movement to and from class</li> <li>Be accountable for all students</li> <li>Watch and report unusual behavior</li> <li>Check exterior doors to make sure they are locked</li> <li>Continue instruction</li> </ul>	<p><b><u>Secure Perimeter</u></b> (On Alert)</p> <p>A potential threat or danger does exist within the community/neighborhood and all parties should be aware to react as needed.</p> <ul style="list-style-type: none"> <li>Secure all people within the school</li> <li>Lock all doors</li> <li>Cover windows</li> <li>Stay in secure area within the building until further notice from administration or law enforcement</li> <li>Monitor/use communication plan</li> <li>Leave unsecure areas such as fields, gym, or playground and move to a secure area</li> <li>Continue instruction</li> <li>Procedure stays in effect until intercom or other personal communication from administration or crisis response team</li> </ul>	<p><b><u>Lockdown</u></b> (Immediate Threat)</p> <p>Recognition of Danger. Take immediate action using the safest and best option for survival.</p> <p>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).</p> <p><b><u>HIDE:</u></b> (Secure and/or Barricade)</p> <p>Clear hallway by your doorway if possible, lock doors, cover window in door, lights off, barricade entry, turn off cell phones, quiet, stay in place.</p> <p>-or-</p> <p><b><u>RUN:</u></b> (Informed Escape)</p> <p>Evacuate to safer location, remain with your group, call 911 when safe. Follow HIDE protocol.</p> <p>-or-</p> <p><b><u>FIGHT:</u></b> (Defend and Protect)</p> <p>As a matter of survival engage the intruder with any means necessary.</p> <ul style="list-style-type: none"> <li>Monitor/use communication plan</li> <li>Release only by administration or law enforcement</li> </ul>	<p><b><u>Fire</u></b> (Intermittent Siren)</p> <p>An intermittent siren, fire alarm, intercom or compressed air horn blasts</p> <ul style="list-style-type: none"> <li>Evacuate building to safe zone while paying attention to evacuation route and surroundings, be ready to reroute or reverse</li> <li>Close class doors and leave unlocked</li> <li>Wear teacher safety vest</li> <li>Take teacher evacuation kit</li> <li>Call roll and use Color Coded Cards green card - all students present red card - missing students orange card – extra students</li> <li>Return to building or early dismissal at the direction of administration.</li> </ul>
<p><b><u>Secure Your Area of Responsibility</u></b> (Classroom, hallway, etc.)</p> <p>Specific incident within your area of responsibility. (Medical, threat to self or others, drug dog search)</p> <ul style="list-style-type: none"> <li>Clear hallway and secure all people within your area</li> <li>Lock door</li> <li>Cover windows</li> <li>Use communication plan</li> <li>Continue instruction</li> <li>Procedure stays in effect until intercom or other personal communication from administration or crisis response team</li> </ul>	<p><b><u>Tornado/Severe Weather</u></b> (Three Short Bells)</p> <p>Series of short bells, intercom or compressed air horn blasts</p> <ul style="list-style-type: none"> <li>Escort students to designated safe zones</li> <li>Close classroom doors</li> <li>Wear teacher safety vest</li> <li>Take teacher evacuation kit</li> <li>Call roll and use Color Coded Cards green card - all students present red card - missing students orange card - extra students</li> <li>Return to class or early dismissal at the direction of administration</li> </ul>		

## FIRE DRILL PROCEDURES:

- The signal for a fire drill will be an intermittent siren.
- Students will walk out of the building in an orderly fashion through the nearest exit. They will leave all belongings.
- Each teacher will appoint a leader for his/her group. The leader should lead the group out the assigned exit.
- There will be no running, pushing, or talking in line.
- Students should follow the instructions on the safety map located in the classroom and given by the teacher. Classes will exit the building through the nearest exit. If students are not in a classroom, students should exit the building through the nearest exit and report to the nearest adult who will get the student to the proper location.
- 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.
- Teachers will lead students to their assigned area for roll call.

8. Return in order when ALL CLEAR sounds or at the direction of the administrator.
9. If teachers feel they need to have individual fire drills for their group, they may do so.
10. Teachers should instruct students that if they get separated from their group, they should leave by the nearest exit, find a teacher and let them know that they are displaced. The teacher will notify an administrator about that student.
11. No student should re-enter the building under any circumstances until the ALL CLEAR sounds.

### **EMERGENCY CAMPUS EVACUATION:**

In the event of an emergency that prevents students from re-entering the building, the student pick-up location will be the OHS Football Field. Parents can check out their children there. The student's homeroom or 1st period teacher will have an emergency checkout form to allow direct student checkout.

### **BOMB THREAT:**

Recommended actions for BOMB THREAT will be to have the teachers and students remain in their classrooms until they are instructed to go to the gymnasium, an alternate location, or otherwise.

### **INCLEMENT WEATHER:**

In case of inclement weather, please listen to local radio, television channel, or check social media sites and email for school information. You should also receive a telephone call/e-mail from 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 your school office if assistance is needed with the rapid alert system notification.

### **SEVERE WEATHER PROCEDURES:**

- Weather warning definitions and recommended actions are as follows:
  1. Severe Weather Watch: Weather conditions are such that a severe thunderstorm may develop. Review severe weather plan.
  2. 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.
  3. Severe Weather Warning: Thunderstorm has developed and will probably affect those areas stated in the weather bulletin. SIGNAL WILL BE INTERCOM SIRENS.
  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. 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.

### **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.

## SECTION II. ACADEMIC INFORMATION & GRADING

### GRADING SYSTEM:

**Numerical grades are obtained as follows per semester:**

1. **Tests/Assessments** (projects, essays): **60%**
2. **Homework/Classwork:** **30%**
3. **Unit Tests/Semester Exams:** **10%**

Report cards are given to students every nine (9) weeks. Midterm progress reports are provided every 4 ½ weeks. Numerical grades are assigned to each subject. Yearly grades are obtained as follows:

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

### **SEMESTER/YEARLY GRADING**

**ONEONTA ELEMENTARY SCHOOL:** The four quarterly grades are averaged for the yearly grade.

**ONEONTA MIDDLE SCHOOL:** The first and second nine weeks grades are averaged for the first semester grade. The third and fourth nine weeks are averaged for the second semester grade. The first semester grade and the second semester grade are averaged for the yearly grade.

**ONEONTA HIGH SCHOOL:** Semester grades are calculated on a 'running average'. No yearly average will be given to students in grades 9-12. Each semester must be passed with a grade of 60 or above. If BOTH semesters of a course are failed, BOTH semesters must be made up either in summer school or regular school. Students will take state required quality core assessments and any standardized assessment deemed beneficial by Oneonta High School (AP test, ACT, Work Keys etc.). Students that take courses through AP, ACCESS, or course recovery programs may have different grade calculations based on the teachers and policies.

### **ONEONTA MIDDLE AND ONEONTA HIGH SCHOOL:**

\*Only Advanced (for OMS), Pre AP and AP (for OHS) courses may receive a grade higher than 100. Advanced (OMS) and Pre AP courses can go to a 102, as 2 points are added to the semester average of Advanced (OMS) and Pre AP courses. AP courses can go to a 104, as 4 points are added to the semester average of AP courses.

### **ONEONTA MIDDLE SCHOOL: FINAL EXAM EXEMPTION**

In order to be exempt from a final exam at the end of a semester.

- Possess an A (90-100) average with 4 or fewer absences, or Possess a B (80-89) average with 3 or fewer absences, or Possess a C (70-79) average with 2 or fewer absences, **AND**
- Have no discipline referrals that result in in-school suspension or out-of-school suspension during the semester. **AND**
- Have no unexcused absences.

No exams will be given early. An exam makeup day will be provided for exams missed due to an excused absence.

### **ONEONTA HIGH SCHOOL: FINAL EXAM EXEMPTION**

In order to be exempt from a final exam at the end of a semester, a 9-12 grade student must:

- Possess an A (90-100) average with 3 or fewer absences, or Possess a B (80-89) average with 2 or fewer absences, or Possess a C (70-79) average with 1 or fewer absences, **AND**
- Have no discipline referrals that result in in-school suspension or out-of-school suspension during the semester.

Absences total results from excused and unexcused. All absences regardless of reason will be counted in the exemption policy, with the exception of school related absences.

Standardized tests (AP, ACT, Pre-ACT, etc..) cannot be exempted.

Student may choose to take the final exam even if they are exempt, and it cannot lower his/her grade.

No exams will be given early. An exam make-up day will be provided for exams missed due to an excused absence.

## **PROMOTION CRITERIA:**

### **Grades 1-3**

- A. Reading- Must successfully complete the reading program with 70% accuracy.
- B. Math- Must successfully complete the math program with 70% accuracy.

#### **SUPPORTING DATA MAY INCLUDE:**

- Special Services
- Chronological age/previous retention
- Various Reading Assessments
- i-Ready Online Diagnostic
- i-Ready Offline Assessments
- Attendance
- Intervention Data
- State Assessments
- Progress towards reaching the requirements of the Alabama Literacy Act

### **Grades 4-5**

- A. Reading- Must successfully complete the reading program with 60% accuracy.
- B. Math- Must successfully complete the math program with 60% accuracy.
- C. Must complete 2 of the 3 subjects listed below with 60% accuracy

- Science
- Social Studies
- Language Arts

#### **SUPPORTING DATA MAY INCLUDE:**

- Special Services
- Chronological age/ previous retention
- Attendance
- Intervention Data
- i-Ready Online Diagnostic
- i-Ready Offline Assessments
- State Assessments

**ONEONTA MIDDLE SCHOOL - Grades 6 through 8:** 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.

### **ONEONTA HIGH SCHOOL - CLASSIFICATION OF STUDENTS BY GRADE**

1. To be classified as a sophomore, a student must have earned a minimum of five (5) units of credit prior to the beginning of the school year.
2. To be classified as a junior, a student must have earned eleven (11) units of credit prior to the beginning of the school year.
3. To be classified as a senior, a student must have earned eighteen (18) units of credit prior to the beginning of the school year and be eligible to graduate by the end of the school year.

**ACADEMIC REQUIREMENTS:**

Students will be graduates of Oneonta High School when the principal/school counselor determines that they have met state and local requirements for graduation. Graduation is based upon units earned for the ninth, tenth, eleventh and twelfth grades. All students must carry seven (7) academic units of work unless approved by the principal. Some classes may require additional standards for enrollment. Oneonta High School provides opportunities for advanced academic classes.

The Oneonta Board of Education requires that students who enter the ninth grade during the 2012-2013 school year and thereafter must earn twenty-four (24) Carnegie units to be eligible for graduation.

**DUAL ENROLLMENT:**

Students enrolled in Oneonta High School, who are at least 16 years of age, who are classified as juniors or seniors (10<sup>th</sup> graders may request a waiver), who have a 3.0 GPA, and are eligible for enrollment under the Alabama State Board of education Alabama Administrative Code, Rule No. 290-3-1-.02, may take approved courses in Alabama's public colleges, universities, or technical institutes in which they have been admitted. Students shall pay normal tuition and fees as required by the postsecondary institution. Such students shall receive post-secondary credit hours and high school Carnegie unit credit for work successfully completed up to the amount normally required to complete the high school diploma program. Students/parents must provide their own transportation to dual enrollment courses offered off-campus. More information is available in the counseling office.

**EARLY GRADUATION:**

Any high school student who completes the number of credits and other exiting standards required by both the State of Alabama and the Oneonta City School System prior to completing eight (8) semesters of high school work, and that student will be 17 years old by the intended graduation, may petition the Principal of Oneonta High School and the Superintendent of Oneonta City Schools to graduate early (see board policy). Specific steps and requirements must be met; more information is available in the counseling office.

**VIRTUAL SCHOOL:**

Oneonta City Schools provides a virtual learning program for students in grades 9-12. Curriculum and instruction will be provided to students through ACCESS Distance Learning. Students must meet eligibility criteria. More information is available in the counseling office.

**ONEONTA CITY SCHOOLS DIPLOMA TYPES AND GRADUATION CRITERIA:**

- Alabama State Diploma
- Alabama State Diploma with Oneonta City Academic Endorsement
  - One Foreign Language Credit
  - Pre-Calculus or AP Statistics or Dual Enrollment MTH 112 and MTH 113
  - One AP Course Credit
- Alabama State Diploma with Oneonta City Advanced Academic Endorsement (OHS requirement for Valedictorian, Salutatorian and Historian)
  - Two Foreign Language Credits (same language)
  - AP Statistics or AP Calculus or Dual Enrollment MAT 125
  - Three AP Course Credits (any combination)
- Any of the above diplomas can include the Alabama Seal of Biliteracy.
  - Meet High School Graduation Requirements
  - Demonstrate English Proficiency
  - Demonstrate Second Language Proficiency

AREAS OF STUDY	REQUIREMENTS	CREDITS
English Language Arts	English 9, 10, 11 and 12 or any AP/IB/postsecondary equivalent option of these courses.	4
Mathematics	Algebra 1, Geometry, and Algebra II w/Trig or Algebra II, or their equivalent. Additional course(s) to complete the four credits in mathematics must be chosen from the Alabama Course of Study: Mathematics or CTE/AP/IB/postsecondary equivalent courses.	4
Science	Biology and a physical science. The third and fourth science credits may be used to meet both the science and CTE course requirement and must be chosen from the Alabama Course of Study: Science or CTE/AP/IB/postsecondary equivalent courses.	4
Social Studies	World History, US History x 2, and Government/Economics or AP/IB/postsecondary equivalent courses.	4
Civics Exam Requirement	Effective with the 2018-2019 school year, students are required to earn a passing score on the civics exam.	
Physical Education	LIFE PE (Personal Fitness) or Beginning Kinesiology One JROTC credit may be used to meet this requirement.	1
Health Education	Alabama Course of Study: Health Education	0.5
Career Preparedness	Career Preparedness Course (Career and Academic Planning, Computer Applications, Financial Literacy).	1
Financial Literacy Requirement	Beginning with the 2024-2025 9th grade class, students will have to complete a financial literacy examination.	
CTE and/or Foreign Language and/or Arts Education	Students choosing CTE, Arts Education, and/or Foreign language are encouraged to complete two courses in sequence.	3
Electives		2.5
College and Career Readiness	Effective for the graduating class of 2026, students must earn 1 college and career readiness indicator. Indicators are listed below.	
FAFSA	Beginning with the 2021-2022 school year, students are required to complete applications or complete a waiver.	
<b>TOTAL CREDITS REQUIRED FOR GRADUATION</b>		<b>24</b>

College and Career Readiness Indicators (All students beginning with the class of 2026 must earn one of the following):

- Earning a benchmark score in any subject area on the ACT® college entrance exam.
- Earning a qualifying score of three or higher on an Advanced Placement® exam.
- Earning a qualifying score of four or higher on an International Baccalaureate® exam.
- Earning college credit while in high school.
- Earning a silver or gold level on the ACT® WorkKeys® Exam.
- Completing an in-school youth apprenticeship program.
- Earning a career technical industry credential listed on the compendium of valuable credentials of the Alabama Committee on Credentialing and Career Pathways.
- Being accepted into the military before graduation.
- Attaining Career and Technical Education (CTE) completer status.
- Any additional College and Career Readiness (CCR) indicator approved by the Alabama State Board of Education.

Averages will be computed on a 4.0 scale: A=4, B=3, C=2, D=1, F=0. Advanced Placement courses will be awarded one extra point: A=5, B=4, C=3, D=2. Pre AP Classes will be awarded 0.5: A=4.5, B=3.5, C=2.5, and D=1.5. If a student falls below a D in an AP or Pre-AP class, the extra point for class rank will not be awarded. Grade Point Averages (GPA) equal the number of grade points earned divided by the number of semester classes. **AP classes will be awarded 8 points (4 points per semester). Pre-AP and Advanced (OMS) classes will be awarded 4 points (2 points per semester).** Transfer students' weighted courses will follow the criteria approved for AP and Pre-AP classes by the Oneonta Board of Education in 2011-2012.

Senior class ranking, as well as valedictorian, salutatorian, and historian, will be based on cumulative numeric average. Cumulative numeric average is calculated by adding up all numeric grades in all classes and dividing by the total number of classes taken. This numeric average is on a 100 point scale (i.e., 87.963 out of 100). All credit-based courses listed on the transcript are averaged together, and the above criteria for AP and Advanced classes still applies.

The titles of valedictorian, salutatorian, and historian will be awarded to the seniors in the Advanced Academic Diploma program with the highest, second highest, and third highest cumulative numeric averages. Valedictorian, salutatorian, and historian must be in good standing behaviorally, having had no severe discipline issues during their senior year. In the event of a tie, the highest quality points will be used. **Averages will be calculated to the thousandths.** Students with a grade point average of 90 or above will be designated as Honor Graduates. Beginning with the class of 2025-2026 the top 20 seniors with the highest cumulative numeric averages will be recognized as honor graduates.

**In order to participate in graduation services**, ALL seniors must be present at the designated practice time and meet all state/local requirements for graduation. Extenuating circumstances will be considered with prior approval from the principal. All outstanding school fees, fines or other dues must be paid in full prior to graduation. Seniors must adhere to all graduation dress guidelines and policies regarding graduation (example: medallions, pendants, academic cords, etc.). Only school-issued, academic regalia may be worn at graduation.



### **BLOUNT COUNTY CAREER TECHNICAL CENTER:**

Students who are juniors or seniors may enroll in the Blount County Center of Technology at Cleveland. Any student interested in attending the technology center should contact the school counselor for more information. No student shall be denied access to vocational programs or services on basis of race, sex, national origin, limited English, handicapped condition or economic condition. Inquiries or complaints regarding compliance should be made to Dewon Farmer at P.O. Box 125, 61500 US Highway 231, Cleveland, Alabama, 35049.

Seniors only may enroll in the advanced areas. Two units are given in each of the following areas:

- Automotive Service Technology
- Business Management and Administration
- Collision Repair Technology
- Construction
- Cosmetology
- Drafting Design Technology
- Graphic Design
- Health Science
- Industrial System Technology
- Sports Medicine
- Welding Technology

Students who attend Blount County Center of Technology at Cleveland will attend either the first or third block session.

The Principal must approve any deviation from the criteria.

### **REPORT CARDS, PROGRESS REPORTS, AND HOMEWORK:**

**Report Cards** are issued at the end of each nine week period. For OES students, report cards should be signed and returned promptly. When questions arise concerning your child's grade, please schedule a conference with your child's teacher.

**Progress Reports** are sent to parents halfway through each quarter. The reports are sent to inform you of your child's academic progress. If your child is not making adequate academic progress we recommend setting up a conference with your child's teacher to discuss areas of concern.

**PowerSchool Home Portal-** The best way to keep track of your child's grades is through the PowerSchool Home Portal. This provides you online access 24/7 to your child's grades, attendance, and discipline. Feel free to contact or visit the school office to pick-up log-in information.

**Homework** is assigned when considered necessary by the teacher. You should expect that your child will have homework assignments. This is part of the total school program. Homework assignments are based on one or more of the following:

- Drill and additional practice to strengthen skills introduced in the classroom
- Complete unfinished classroom assignments
- Work on projects of short term nature such as book reports, reading assignments, projects, and etc.
- Participation in research activities in locating facts and data

Homework may count as part of the report card grade. The grade will also include class work, tests, and other assignments. Some classes have special assignment notebooks or school agendas in which daily homework assignments are recorded with the date. Parents and students should use these to establish effective and responsible work habits. While homework assignments are the major responsibility of the student, it is very important for the parent to check to see that homework is done and returned to school. Homework should supplement, compliment, and reinforce classroom teaching and learning.

## **ACADEMIC HONESTY:**

The purpose of this statement on academic honesty at Oneonta City Schools is to make students aware of situations that allow some students unfair advantage over other students. Oneonta City Schools 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:**

### **ONEONTA ELEMENTARY SCHOOL:**

Students who excel academically and model exceptional responsibility can become members of NEHS through a selection process that concludes with induction in the school's National Elementary Honor Society chapter.

Eligibility Requirements: Students in grades 4-5 who meet the requirements for membership outlined by their school's chapter are eligible to be invited for membership. Membership is based on the following criteria:

- Scholarship
- At a minimum, students must have a cumulative GPA of 90 in core classes.
- Responsibility
- Service
- Leadership

### **ONEONTA MIDDLE SCHOOL:**

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.

### **ONEONTA HIGH SCHOOL:**

Students grades 10-12 are eligible to participate in the 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.

## **MU ALPHA THETA:**

Mu Alpha Theta is a high school mathematics honor society which promotes scholarship in, and enjoyment and understanding of, mathematics among students. Students are eligible for membership after completing five semesters of college preparatory mathematics courses which include Algebra I, Geometry, and Algebra II with Trigonometry. Membership requirements include a 90 average in the above-mentioned classes, a fee of \$15 to cover the cost of graduation honor cords and national membership fees, and a commitment to serve the school community with math tutoring.

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

### **PROOF OF RESIDENCE:**

All students residing in Oneonta school district and entering Oneonta City Schools, grades K-12, for the first time must bring proof of residence. Students entering Kindergarten, sixth grade, and ninth grade must also show proof of residency. Proof of residence is 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 during the school year must notify the school within five (5) school days of the move and request Board permission to complete the year.** In addition, at that time, a nonresident tuition fee must be paid. Any process that is intended to circumvent the above mentioned criteria will result in the student not being allowed to attend Oneonta City Schools.

### **NON-RESIDENT STUDENTS:**

Non-resident students are those whose parents or legal guardian lives 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” in any of the following areas: academics, behavior, attendance, lack of parental support/cooperation, or violation of Civility Policy.** In order for a non-resident student to be in “good standing” academically,

- OES: he/she must maintain a minimum average of 75 (Grades 1-3) and 70 (Grades 4-5) in each core curriculum class (English, Math, Reading, Science and Social Studies). Students in Kindergarten must successfully meet 75% of grade level standards.
- OMS: 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.
- OHS: 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.

Existing non-resident students entering the 3rd, 6th and 9th grades, must reapply for admission and obtain approval prior to entering that grade level.

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

## **SECTION IV: ONEONTA CITY SCHOOLS 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 City Schools 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. OCS 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 Academic dishonesty includes cheating or plagiarism.
- 1.02 Public display of affection.
- 1.03 Unexcused tardiness to class and/or school.
- 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 Non-direct use of profane language or obscene manifestations.
- 1.07 Unauthorized possession or use of audio, communication or/and video devices.
- 1.08 Unauthorized possession or use of cell phones, smart watches, or other communication devices.
- 1.09 Any other violation which the principal may deem reasonable to fall within this category after investigations and consideration of extenuating circumstances.
- 1.10 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)

- Early Morning Detention
- Saturday School
- Temporary removal from class (including prohibiting student from attending special events; i.e. field trips)
- In-School Suspension
- Bus Suspension
- 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, etc.)
- 2.03 Direct use or repeated non-direct use of profane language or obscene manifestations.
- 2.04 Unauthorized access to a computer system or knowledge of restricted computer passwords.
- 2.05 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 well-founded fear in the person that such harm is likely.
- 2.06 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.
- 2.07 Endangering the safety of students, teachers or other school personnel.
- 2.08 Possession of a pocket knife, small key chain variety, or similar instruments that would not normally be considered a weapon (see Class 3 violation).
- 2.09 Possession of firearm facsimiles. Discharge, possession, transfer, or sale of any facsimile or toy-type replica of a firearm or any other item resembling a firearm.
- 2.10 Habitual, repeated, or persistent behavior contrary to good order, conduct or discipline of the school.
- 2.11 Possession of obscene pornographic or sexually explicit material.
- 2.12 Illegal Organization. Any on campus non-school affiliated clubs.
- 2.13 Rioting or inciting a riot. Inciting student disorder and/or malicious mischief.
- 2.14 Vandalism of school property or another student's private property while at school.
- 2.15 Unjustified activation of a fire alarm system or fire extinguisher.
- 2.16 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
- Saturday School
- Alternative Placement
- Recommendation for Expulsion
- 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, school grounds or at a school sponsored event. This includes prescription drugs.
- 3.03 Possession or use of non-prescription/over-the-counter drugs.
- 3.04 Physically striking a teacher or other board employee.
- 3.05 Bomb threat.
- 3.06 Fighting-any physical conflict between two or more individuals.
- 3.07 Repeated infractions of school regulations.
- 3.08 Physical harm or threats (verbal or written) of physical harm to the school or anyone in the school.
- 3.09 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 or computer usage, monetary charges, 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.
- 3.10 Possession of fireworks, firecrackers or stink bombs.
- 3.11 Trespassing. Willfully entering or roaming in any structure, conveyance, or property without being authorized.
- 3.12 Vandalism. Intentionally doing some act that results in injury or damaging by means of real, personal or public property belonging to another.
- 3.13 Stealing-Larceny. The intentional unlawful taking and carrying away of personal property or possession of stolen property.
- 3.14 Sexual offenses. Sexual offense including but not limited to unsolicited written or verbal proposition to engage in sexual acts, sexual battery or sexual harassment.
- 3.15 Arson.
- 3.16 Assault and battery on student. Actually and intentionally touching or striking another student against the will of the other.
- 3.17 Extortion. Verbally or by written or printed communication, maliciously threatening to accuse another of any crime or offenses.
- 3.18 Burglary.
- 3.19 Criminal mischief.
- 3.20 Gambling.
- 3.21 Homicide.
- 3.22 Kidnapping.
- 3.23 Robbery.
- 3.24 Use, transfer, sale or possession of tobacco, including but not limited to tobacco substitutes or electronic cigarettes/vapes.

- 3.25 Use, transfer, sale or possession of explosive materials.
- 3.26 Use, transfer, sale, or possession of a knife.
- 3.27 Truancy.
- 3.28 Any other offenses which fit 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
- Alternative School
- Alternative Placement
- Expelled
- Expelled, Services
- Remove by Officer
- Alternative Setting, Special Ed.
- Permanent Expulsion
- Removed/Alt. School
- Removed/Special Ed

Class 3 violations may warrant police contact.



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

**FORMAL DISCIPLINARY ACTIONS AND PROCEDURES:**

This section will discuss the major formal disciplinary action used at Oneonta City Schools.

- **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.

- **ALTERNATIVE PROGRAM PLACEMENT** - There may be times when alternative placement is assigned to a student. This is determined for a period of time prescribed by the Board of Education relating to Due Process. The classroom teacher will assign work to be completed during the time served. The Alternative Program teacher will be responsible to check and make sure the assignments are being completed.
- **EARLY MORNING DETENTION**- Early morning detention will be held in the in-school suspension room from 7:00 AM to 7:39 AM. Detention will be assigned by teachers or school administrators for , but not limited to, the following behaviors: tardies, chronic behavior problems, etc. Detention will 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) per semester. Any subsequent infractions will mean automatic in-school suspension.
- **STUDENT SUSPENSION** – Out of school suspension will be the decision of the principal/assistant principal. Suspended students are not to be on school grounds or attend/participate in any school function while being suspended. Suspension starts at 2:45 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 (ISS) is assigned to a student. This is left up to the discretion of the administrator. The classroom teacher will assign work to be completed during the time served. The in-school suspension teacher will be responsible to check and make sure the assignments are being completed. The work is to be turned into the classroom teacher. 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 for any missed work.

The maximum number of in-school suspension days allowed per semester is eight (8). On the ninth (9<sup>th</sup>) day, the student will be suspended pending a discipline hearing. Prior to re-admittance to school, the parents must meet with the school officials.

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

### **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 HARRASSMENT:**

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 harrassment.

Please consult Board Policy 6.22 for full definitions and reporting procedures. Tammy McMinn 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 or to the Assistant Principal if that is the person involved.
- Level 2 – If dissatisfied at Level 1, or if the grievance involves the Assistant 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 of a major infraction 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:**

**Chronic absenteeism** in Alabama is defined as missing 18 or more days of school for any reason – including excused or unexcused absences. Starting as early as kindergarten, chronic absences erode a student’s ability to learn and achieve in school. When a student is chronically absent, he/she is missing 10% or more of school instruction. Chronic absenteeism presents academic challenges for students not in class, and it is also a measure for school accountability. Parents, schools, and communities must work together to ensure the understanding that every school day counts.

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

The attendance policy is as 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 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/hazardous conditions
    - 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 or email his/her excuses to the 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. Excuses should be emailed to the appropriate school at: oesexcuses@ocsredskins.com, omsexcuses@ocsredskins.com, ohsexcuses@ocsredskins.com.
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 consecutive (4) 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) in PowerSchool 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. Students must be in attendance  $\frac{1}{2}$  (11:15 a.m.) of the instructional day to be counted present for the day. Students must be in attendance at least  $\frac{1}{2}$  of the instructional day to participate in any extra-curricular activity on that day or evening. This includes practices. Exemptions will be granted by the principal.
12. Any OHS student with more than ten (10) unexcused absences to school or class per semester will be subject to course credit review. A parent conference must be held with the principal, counselor, and teacher to discuss the student's absenteeism in relation to awarding course credit and participation in extracurricular activities and/or field trips.
13. Oneonta Middle and Oneonta High Schools take attendance for each period of the school day and each period is subject to review.
14. Juniors and seniors will be allowed one (1) day per school year for college visitation. Seniors will be allowed an additional day if they have an A/B average in each core class. Students must see the high school counselor to obtain the college visitation form which must be signed by the college official for proof of visitation.

#### **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.
- 7<sup>th</sup> Unexcused Absence: Attendance Officer/Principal will file a petition or warrant against student and/or parent/guardian.

#### **CLASS/PERIOD ATTENDANCE – UNEXCUSED ABSENCES (for OMS and OHS only):**

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 could also be subject to disciplinary action.

### **SCHOOL/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 has received his/her 4<sup>th</sup> and 5<sup>th</sup> tardy- The student will be assigned morning detention for each occurrence.
4. When a student has received his 6<sup>th</sup> tardy- The student will be assigned two days of morning detention.
5. On the seventh (7<sup>th</sup>) tardy- The student will be assigned 1 days of in-school suspension.
6. On the eighth (8<sup>th</sup>) and subsequent tardies- The student will be assigned 2 days of in-school suspension.
7. Even though students will be counted absent if they miss more than 10 minutes of class, they will also be counted tardy to school and it will count towards disciplinary measures.
8. OHS students who are habitually tardy may also lose the privilege to drive/park on campus.

### **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.

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

Once permission to checkout is granted, students may not remain on school property or attend school sponsored events through 2:45 pm that day. This includes pageants, musicals, field day, 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.

Any student reporting late to school and not checking in with the office will receive disciplinary action.

A student is only allowed one (1) day per school year for driver's test.

During high school semester exams, high school students may leave campus after completing their final exam for the day. Students who must remain on campus will follow the exam schedule.

All high school students not carrying seven academic units of work may check-in/out according to the guidelines of Oneonta High School (Dual Enrollment, Co-Op, etc.).

## DRESS CODE:

Oneonta City Schools recognizes 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.

Teachers will check for dress code compliance each day. 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. Clothing or jewelry which advertise alcohol, drugs, or promotes violence, or with writing, pictures, or patches which advertise alcohol, drugs, or violence, which are vulgar, or in poor taste **will not be allowed**.
2. Shoes or sandals will be worn at all times. No house shoes, cleated shoes, or skate shoes are allowed.
3. 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.
4. Students will not wear/bring sunglasses inside the building except with the principal's permission.
5. Holes in jeans, pants, or shorts must not be higher than four inches above the knee. Shirts with holes will not be allowed. Writing across the seat **will not be allowed**.
6. 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. Pants should not limit physical activity. Items hanging from pants, shorts, and/or pockets will not be allowed (ex. Bandanas, towels, head wraps, etc.).
7. Students will not wear pajamas in the school except on special occasions with the principal's permission.
8. Shirts and blouses must exceed the pants and skirts AT ALL TIMES. Shirts/blouses WILL NOT REVEAL UNDERGARMENTS, CLEAVAGE OR MIDRIFTS when the student is seated, leans forward or when the student raises his or her arms.
9. 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.
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.
12. Spandex pants, leggings, leotards, etc. may be worn only when the top, dress or skirt worn with them is of an appropriate length. They may not be worn under short tops, short skirts or shorts of an inappropriate length (ex. workout shorts, running shorts, and etc.). Parents/Students should use good judgment.
13. Shorts, skirts and dresses must be no shorter than four inches above the knee. **Students wearing leggings, spandex, athletic pants, yoga pants, or other tight fitting pants must be wearing a shirt or top that provides sufficient coverage of their front and backside. Leggings must be opaque and not see through.**Special groups (cheerleaders, band, etc.) may be exempt from this during pep rallies.
14. Students are not allowed to have blankets, throws, or pillows during school hours.



- 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.**

ONEONTA ELEMENTARY	ONEONTA MIDDLE AND HIGH
<ul style="list-style-type: none"> <li>● 1<sup>st</sup> violation: The OES student will have a change of clothing brought to them or they may stay in in-school suspension that day.</li> <li>● 2<sup>nd</sup> violation – Student will be assigned one (1) day of detention</li> <li>● 3<sup>rd</sup> and subsequent violations – Student will be assigned (1) day of in-school suspension.</li> </ul>	<ul style="list-style-type: none"> <li>● 1st violation: The student will have a change of clothing brought to them or they may stay in in-school suspension that day.</li> <li>● 2nd violation - Student will be assigned one (1) day of detention</li> <li>● 3rd and subsequent violations - Student will be assigned (1) day of in-school suspension; up to 2 days of ISS for subsequent violations</li> <li>● Dress Code violations could also fall under a class 1 violation</li> </ul>

## SECTION V: STUDENT SERVICES

### **TRANSPORTATION RULES AND REGULATIONS:**

Bus transportation is provided for students residing inside the Oneonta City limits. The bus maintains a regular schedule and students must report to bus stops on time.

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. Students may be removed from the bus for inappropriate behavior. Behavior problems are reported to parent(s) and or guardian(s) by the transportation supervisor or the school principal. If a student commits an offense that warrants suspension while on the bus he/she could be suspended from school and 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 child'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 the 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 parents or guardians 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 the case of an emergency.
8. Refrain from loud talking or behavior, which may divert the driver's attention.
9. Tobacco, electronic cigarettes, 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 the 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 damage 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 the 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. While exiting the bus, make certain that the bus has come to a complete stop, the door is still open, and 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:**

Consequences for not following the rules:

- 1<sup>st</sup> Violation- Counsel the student and send a bus conduct report to the parent or legal guardian. Student is placed on bus probation.
- 2<sup>nd</sup> Violation- Suspend the student from the bus for 1 day.
- 3<sup>rd</sup> Violation- Suspend the student from the bus for 3 days.
- 4<sup>th</sup> Violation- Suspend the student from the bus for 1 week.
- 5<sup>th</sup> and subsequent violations will result in long term suspension at principal's discretion.
- NOTE: Special circumstances may warrant school disciplinary action.

Any inquiry concerning transportation should be made to: Alex Strickland, Transportation Supervisor, Oneonta City Schools, 27605 State Hwy. 75, Oneonta, AL 35121, Phone: 205- 543-1515.

### **SCHOOL COUNSELOR**

The purpose of the counseling 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.

**Scheduling-** Middle and high school academic schedules are completed over the summer based upon information from student requests. All schedule request forms must be signed by the student and a parent/guardian

### **MEDIA CENTER:**

All students visit the media center at least once per week, but they may return as needed to exchange books, to work on research projects, etc. Students may check out only two books at a time unless special circumstances exist. Books are checked out for one week and may be renewed twice. Overdue notices are sent weekly to homeroom teachers, but no overdue fines are charged. If a book is lost or damaged, the student must pay the current replacement cost. Library privileges may be revoked for disruptive behavior in the media center.

### **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 our gifted specialist at 205-536-7756.

### **TEXTBOOKS:**

All 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 (Grades 4 through 12):**

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 locker fee/donation 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 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.**

### **LOST AND FOUND:**

All lost and found articles will be placed in a designated area. Parents and students are urged to check for their lost articles. At the end of a school year, all unclaimed items will be given to a charitable organization.

### **CAFETERIA:**

Our school serves a well-balanced meal each day. Under the Community Eligibility Provision, all students will be offered a reimbursable breakfast and lunch daily. For any a la carte items or "extras" to be purchased, students must have money in their student accounts or present payment at the time of purchase. This would include items such as extra entrees, chips, ice cream, etc. No charging of these purchases will be allowed. Parents/guardians and students can set up student accounts at [linqconnect.com](http://linqconnect.com) where balances can be monitored and deposits can be made for purchases in the cafeteria.

It is our desire that lunch period will be an enjoyable time for everyone. Middle and high school students may choose milk and/or tea or fruit juice. 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. **If money is sent to school for lunch it should be in an envelope with your child's name and lunch number printed on the outside of the envelope.**
5. Lunchroom charges will not be allowed .
6. No bottled or canned carbonated drinks are permitted in the school cafeteria.
7. 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.

8. Leave the cafeteria only with permission from supervising teacher. All students will come to the cafeteria during lunch, whether eating or not.
9. Students are not to carry food, tea, ice, straws or items from the vending machines from the cafeteria.
10. **Fast food restaurant items, products, etc., may not be brought into the cafeteria. Only a lunch prepared and brought from home will be allowed.**

#### **LUNCHROOM PRICES**

Student Breakfast - FREE

Student Lunch - FREE

Teachers Breakfast - \$3.25

Teachers Lunch - \$4.75

Visitors Breakfast - \$3.50

Visitors Lunch - \$5.00

## **School Policy for Elementary Lunch Room Visits**

Many elementary parents value the opportunity to have lunch with their child during the school day. An elementary parent, guardian, or grandparent may visit their child in the cafeteria during the lunch period provided the following policy is followed. These guidelines are intended to provide a safe and positive lunch experience for all children in the school. Parents/guardians are required to report to the main office to sign-in. State issued photo identification is required. Lunch Guest Procedures:

- Only your child will be allowed to eat lunch with you. Adults visiting for lunch must be listed on the student emergency contacts and it must be indicated that contact is allowed at school.
- You may purchase the school lunch or bring one from home. The cost for a visitor's lunch is \$4.00. Children may not share food or purchase food for another child. Bringing in restaurant food is not allowed.
- The visitor's badge given to you by the office staff when you check-in must be worn on your shirt and must be easily visible by lunch monitors.
- The lunchroom visit must take place during the child's regularly scheduled lunch time.
- The lunchroom visitor needs to sit at the round visitor table inside the lunchroom or at the tables outside the cafeteria area.
- The student is required to follow all cafeteria procedures including sitting in their own seat, not on a parent's lap, and remaining seated during the visit
- Visitors will not be allowed to remain in the cafeteria for extended lunch time. Children being visited need to return to the classroom when the teacher leaves with the class.
- The visitor is not allowed to take pictures, video, or make audio recordings during the visit.
- Any questions or concerns must be directed to the principal or assistant principal. The visitor must not direct concerns to the staff as these employees are focused on student safety and monitoring.
- Lunchroom visitors may not visit other areas of the campus without prior approval.

We understand that many parents enjoy eating lunch at school with their child, but we also understand that it is important for students to have social time with their classmates. Due to this, lunch visitors will be allowed on the following schedule:

- No lunchroom visitors during the months of August and May.
- Kindergarten and 5th Grade--1st full week of the month
- 1st Grade and 4th Grade--2nd full week of the month
- 2nd Grade and 3rd Grade--3rd full week of the month
- An exception to this is the child's birthday. You may e-mail school administration if you would like to request other days to have lunch with your child.

**STUDENT PARKING:**

Any high school student with a driver's license and proof of insurance may drive to school. The cost of parking permits follows.

Parking Permits	\$20.00
Replacement Permits	\$10.00

Students who drive to school are considered mature enough to follow regulations and use good common sense. Any student violating these rules will be subject to disciplinary action and/or loss of driving privileges. The following regulations will be strictly enforced:

1. Students will observe the 10 mph speed limit on campus.
2. Student vehicles will be parked in assigned parking places.
3. Student vehicles will only be parked in student parking and in marked parking places.
4. All vehicles must have a parking permit to be visible.
5. Students may not sit in cars after arriving at school.
6. Students may not move cars until school is out.
7. Students may not spin or squeal tires.
8. Excessive engine or radio noise will not be tolerated.
9. Students should not be on their cell phones while operating a vehicle in the school parking lot.
10. Students will not return to vehicles after entering school unless they have approval from the office.
11. An automobile driven to school is subject to search by school authorities who have reasonable suspicion that illegal items or other items which may be dangerous to the student or other students are in the car. Failure of the student driver to provide access to the automobile shall be deemed as authority to gain entrance, and any resulting damage will be the responsibility of the student.

Any student violating these rules will be subject to disciplinary action.

1<sup>st</sup> Offense- Ticket Warning

2<sup>nd</sup> Offense- Loss of driving privileges for three days.

## **NURSES' OFFICE:**

We have two full-time registered nurses on staff, the number to reach their office is 205-536-7831. They are available to assess children who become ill, have medical needs, or are injured at school. It is the parent/guardian's responsibility to keep the school up-to-date on home/work telephone numbers and emergency contact numbers in the event that the nurse should need to call about an ill or injured child. A copy of the medical history form will be kept in the nurses' office and parent/guardian should update it, as needed during the school year.

**Sickness:** It is important to keep sick children away from healthy children. Please make sure students are well before they come to school. They should be without fever, vomiting, and/or diarrhea without medication for 24 hours. They should not have had any of the previous symptoms prior to returning to school the following day, students should not return to school mid-day.

**Strep Throat:** Students must remain out of school for 24 hours, having taken at least 2 doses of antibiotics and remain fever free for 24 hours without medication before returning to school. Students should not return to school mid-day/during the school day, they should wait until the following day to return.

**Head Lice:** Symptoms of head and body lice are irritation and itching. Presence of light gray insects and nits (eggs) in the hair mean the student is excluded from school until treated and nit free. Effective treatment of scalp, skin, clothing and home is required for the elimination of this condition. A maximum of two days per semester are excused for the treatment of lice infestation. *Information on how to effectively treat lice may be obtained from the school nurses' office.* Students must be assessed by the nurse before returning to school.

## **MEDICATION ADMINISTRATION PROCEDURES:**

For each **prescription medication**, a current medication administration form **must** be on file in the nurses' office. The parent/guardian and a physician must sign each form before medication can be given at school.

## **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.oneontacityschools.com](http://www.oneontacityschools.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.



- Prior to the last day of school, parents are responsible for picking up any remaining prescription or non-prescription medication. The school nurse will discard remaining medications in a manner consistent with federal guidelines.
- The 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.”

**NON-PRESCRIPTION/OVER THE COUNTER MEDICATIONS:**

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 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 two weeks only. After the two-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.

**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.

All medications will need to be picked up by a parent or an adult designated by the parent on or before the next to last day of school. Medications not picked up will be properly discarded according to federal guidelines.

## **ANNUAL NOTIFICATION REGARDING SCHOOL PROVIDED OR SPONSORED MENTAL HEALTH SERVICES**

### ***Mental Health Services***

The school system provides or sponsors the following mental health services:

1. **Large group guidance** - includes school counselor or professional visiting the classroom to discuss topics such as bullying, class scheduling, stress management, test anxiety or guest speakers to discuss good choices, substance abuse prevention, etc.
2. **Small group guidance** - includes a small group of students with school counselor or professional to discuss topics such as test anxiety, grief, healthy coping skills, etc.
3. **Mentoring** - Peer Helpers and/or Big Brothers/Big Sisters to work with students in school on topics such as friendships, healthy relationships, anger management, and anxiety. Parent or legal guardian's permission will be obtained before services are provided.
4. **Assessments or Surveys** - includes questionnaires provided to students related to social behaviors, feelings, etc.
5. **Crisis intervention** - short-term, immediate assistance by school counselor or professional for a specific situation.
6. **School-Based Mental Health** - On-going counseling services by private practitioners in the school setting. Parent or legal guardian's permission will be obtained during an intake meeting before services are provided.

### ***Review of Materials***

You may request to review any materials used in the guidance and counseling programs available to students by contacting the student's principal.

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

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

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

## **SECTION VI: STUDENT ACTIVITIES**

### **FIELD TRIPS:**

Field trips are teacher initiated. They are planned to enrich the curriculum. Guidelines for trips are established for student behavior. For safety reasons these guidelines must be followed.

- When the trip is planned, permission forms will be sent home for the parent/guardian to sign and return to school.
- Field trip information letters are provided by the classroom teacher.
- Teachers may request parents to serve as chaperones.
- Students and their teachers are transported on buses to and from their destination.
- For safety reasons, a bus roster is filed with the school office the day of the trip. **Teachers are only authorized to release students after the field trip begins if prior permission has been given.**
- **Students are to ride home with their parents or a pre-authorized adult.**
- All bus stops are planned before the buses leave the school campus. Bus drivers are not authorized to make unscheduled stops except for emergencies.
- **If a child does not attend a field trip they ARE required to attend school that day.**
- **For safety purposes siblings, students from other grade levels cannot attend school sponsored field trips.**
- Parking is limited at the schools, therefore teachers will provide directions on where you should meet.

### **CLUBS AND ORGANIZATIONS:**

Students are encouraged to develop an interest and become active participants in the extra-curricular program at Oneonta City Schools. Clubs are organized for interests, 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 each school..

The principal must approve fund raising activities for all clubs and school organizations. These activities must not include selling of candy or other snacks during school.

### **MIDDLE AND HIGH SCHOOL 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 City Schools or permission is granted by the 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 school 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.

## SECTION VII: 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.
- In accordance with the Every Student Succeeds Act and the National Defense Authorization Act for fiscal year 2002, military recruiters are entitled to receive the name address and telephone listing of juniors and seniors in high school. Providing this information is consistent with the Family Educational Rights and Privacy Act, which protect the privacy of student education records. Student directory information will be used specifically for armed services recruiting purposes and for informing young people of scholarship opportunities. If a parent opts out of providing directory information to third parties, the opt-out relating to name, address, or telephone number applies to requests from military recruiters as well.
- 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. Jaclyn Ashby at 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:
  - o 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.
  - o Step 2 – Complete the transfer for those students who opt to do so within twenty (20) working days.
  - o 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.
  - o 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 Parents

From: Oneonta City Schools

Date: August 1, 2021

We are pleased to notify you that in accordance with the Every Child 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 qualifications and licensing criteria for grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which the 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 Jaclyn Ashby 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. If a student damages the technology equipment provided to them, they will be responsible for paying to have the device repaired or replaced. 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.