

Opp Elementary School  
The Future Begins Here!

Student Handbook  
2019 - 2020

## Opp City School District

### MISSION STATEMENT

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

## Opp City School District

### BELIEFS STATEMENTS

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

## OPP ELEMENTARY SCHOOL

### MOTTO

**The Future Begins Here!**

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Ms. Emily Edgar, Assistant Superintendent

### **OPP ELEMENTARY SCHOOL FACULTY**

Mrs. Katelyn Anderson, Second Grade  
Mr. Kevin Archie, Third Grade  
Mrs. Carol Blair, Second Grade  
Mrs. Amy Bracke, Preschool  
Mrs. Missy Breedlove, Kindergarten  
Mrs. Diane Calhoun, Fourth Grade  
Mrs. Melissa Carpenter, Counselor  
Mrs. JoAnn Cassady, Kindergarten  
Ms. Tiffinia Cassady, First Grade  
Mrs. Kim Christ, Aide  
Mrs. Amanda Dillard, First Grade  
Mrs. Amanda Ellison, Kindergarten  
Mrs. Connie Free, Second Grade  
Mrs. Heather Gafford, Fourth Grade  
Mrs. Shea Hartman, Special Services  
Mrs. Christy Harrell, AP/ Reading Coach  
Mrs. Angie Heath, Kindergarten  
Mrs. Keena Hightower, Kindergarten  
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Mrs. Jennifer Jackson, Third Grade  
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Mrs. Heather McLeod, First Grade  
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Mrs. Soleta Norris, Aide  
Ms. Sherry Parker, School Nurse  
Mrs. Allison Perry, Special Services  
Mrs. Geneva Phillips, Office Aide  
Mrs. Cindy Pierce, First Grade  
Mrs. Amy Reynolds, Speech  
Mrs. Haley Sasser, Second Grade  
Mr. Shawn Short, Principal  
Mrs. Christie Spurlin, Sec/Bookkeeper  
Mrs. Katie Stinson, First Grade  
Mrs. Kristi Taylor, Aide  
Mrs. Macie Taylor, Media Specialist  
Mr. Josh Thompson, Physical Education  
Mrs. Susan Weatherford, Second Grade  
Mrs. Lynne Weide, Music/Art  
Mrs. Shannon Williamson, Fourth Grade  
Ms. Alexa Wilson, Special Services  
Mrs. Melodie Wilson, Third Grade  
Ms. Dottie Wood, Aide  
Mrs. Kerri Wyatt, Fourth Grade  
Mrs. Tracy Wyatt, Kindergarten  
Mrs. Samantha Zorn, Fourth Grade

### **SCHOOL SUPPORT PERSONNEL**

Mrs. Kim Anderson, Cafeteria Manager  
Mrs. Beverly Chesteen, Assistant Manager  
Mrs. Glenda Anderson, Cafeteria  
Mrs. Jackie Hinson, Cafeteria

Mrs. Cathy Adams, Custodian  
Mrs. Veronica Hines, Custodian  
Ms. Ninette Wood, Cafeteria

## **Welcome to Opp Elementary School**

I am excited about a new school year at Opp Elementary! This will be my fourth year as principal and look forward to many great things for the 2019-20 school year. Teachers and staff have been busy preparing classrooms for an exciting year of learning and growth. We are looking forward to hearing about your summer adventures, connecting with returning families, and meeting our newest Bobcats. This will be our fourth full year of the implementation of The Leader in Me! Hopefully, your child will come home daily excited about this new journey and you as a parent can be part of this process too. If you would like more information on The Leader in Me please visit [www.TheLeaderinMe.org](http://www.TheLeaderinMe.org).

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

Sincerely,

Shawn Short  
Principal

## POLICIES

### OPP ELEMENTARY SCHOOL

The following are the policies for the Opp Elementary School for the 2019 - 2020 school year. They are written to facilitate the efficient operation of the school and provide an environment in which all students may work and learn to their fullest potential. Students and parents should read these policies carefully. Any questions should be directed to the student's homeroom teacher and/or the principal.

#### A. ATTENDENCE

See the Opp City Schools Code of Conduct found in the 2019 - 2020 yearly calendar.

##### 1. Responsibility for Explanation of Absences

In all absences, which occur without prior permission of the principal, the parent or guardian is responsible for providing a written explanation of the absence within two (2) days of the child's return to school.

Failure of the parent or guardian to furnish a satisfactory explanation within two (2) days shall result in the child being considered truant with the knowledge of the parent or guardian. Any absences of three or more days require a doctor's excuse upon return to school unless prior approval of principal has been given.

Out of town, trips will be marked as **unexcused absences**. Please refrain from planning trips during the school year!

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

##### 2. Check – Out Policy

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

#### B. TRANSPORTATION POLICIES AND PROCEDURES

The implementation of a busing system at Opp City Schools is to provide our school population with safe and convenient transportation to and from school. Riding a school bus is a privilege. Students must exhibit appropriate behavior while riding and follow all bus rules. Any misbehavior could result in suspension from riding the bus.

(See Opp City Schools Bus Transportation Policies and Procedures found in the 2019 – 2020 yearly calendar.)

## CAR RIDERS

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

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

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

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

A teacher is provided for supervision in the afternoons until 3:15 p.m. School will be dismissed at 2:45 p.m. Parents should not go to the child's room to get them. They should wait for children in the car line. Please be careful and watch for children when entering and leaving the pickup zone. Please observe "no parking" and cooperate in keeping "continuous flow lanes" flowing. Parents are strongly encouraged to refrain from cell phone use while in the car line. Please remember that we release over 500 young children; therefore, PLEASE WATCH OUT FOR CHILDREN.

**IMPORTANT:** If bus changes need to be made concerning your child's transportation to and from school, parents must come to the school office to fill out a bus change request. Otherwise, the school will assume that there has been no change and will continue to send the student home as originally requested.

**DO NOT CALL THE SCHOOL WITH TRANSPORTATION CHANGES.**

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

Places students can be located at the end of school if bad weather is occurring:

- Students riding the bus will be called from the office to load the bus.
- Students who go home in cars will be called to the first grade hall and dismissed from there.

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

### **C. CAFETERIA**

The cafeteria will serve at a minimum cost, hot balanced meals in accordance with the standards set forth under the National School Lunchroom Act. Parents should encourage students to eat in the cafeteria in order to insure proper nutrition. Students may not be excused from the school campus for lunch except in cases where such is recommended by a physician or for health reasons.

1. All students must go thru the lunch line.
2. Lunches will be served at a cost of \$2.25 per day. Payment must stay current. NO CHARGES will be allowed after two (2) notices of owed balances. On the third day and any following days, student will be served a peanut butter/jelly sandwich and milk until payment is made. Students may bring lunches if they so desire.
3. Parents are encouraged to pay for student's lunches and breakfasts by the month if possible.
4. Parents will be charged a fee for any returned checks.
5. The lunchroom will be open to serve breakfast beginning at 7:10 a.m. and ending at 7:30 a.m. each day. The cost of a breakfast will be 1.00 per day.
6. We are now operating on a computerized system, which will give you more options in your payment method for lunches and breakfasts.

Each student has his/her own account in the system. All lunch/breakfast money you send will be entered into his/her account. When you send money, please put money in a sealed envelope with your child's name, homeroom teacher's name, and amount of money to be put into your child's account and the date on the envelope. Families with two or more students may send their money in one envelope. We will furnish students one pre-printed envelope per month upon request.

Students need to turn their lunch envelope into their homeroom teacher. Each teacher will forward these envelopes to the cafeteria. Break money should not be put in with lunch money.

### **D. DRESS**

What we wear reflects our personality and behavior patterns. Students are expected to wear clothing appropriate for school. Midriff's should be covered. Obscene T-shirts or hats with language pertaining to tobacco or alcohol, sexual innuendoes, wrestling attire, or any other attire with gory pictures or foul language will not be allowed. Clothing should be in good taste for the age, maturity and size of the student. Shoes must be worn for protection. Shoes that mark or damage floors will not be permitted. Jewelry, which is deemed inappropriate or poses a health hazard or distraction, will not be allowed.

### **E. WITHDRAWAL**

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

## **F. PHYSICAL EDUCATION**

According to Alabama law and school policy, no student may be excused from physical education classes except in cases where participation in physical activities presents an extreme hardship on a student's well-being. Students may be excused from physical education for a period up to one week by the parent or guardian writing a note to the student's homeroom teacher, requesting that the child be excused from physical education. If the student needs to be excused from physical education for a period longer than one week, a statement from the student's doctor should be sent to the student's homeroom teacher. When notes are sent to school, the principal or the homeroom teacher will initial them and forward them to the physical education instructor.

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

## **G. PARENT TEACHER CONFERENCES – VISITATION**

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

## **H. DISCIPLINE**

See the Opp City Schools Code of Conduct.

## **I. PEDESTRIANS**

Pedestrians should use sidewalks when entering or exiting the school

## **J. REPORT CARDS**

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

## **K. STUDENT INSURANCE**

Students may purchase insurance near the beginning of the school year. This insurance is offered as a service to parents and its purchase is optional.



## **L. MID-MORNING BREAK**

**All break money should be sent separately from lunch money.** Students may purchase milk, juice, water or Gatorade for .50 for break, if they wish. Nutritional snacks will be sold for \$.50 an item.

Snacks sold through the cafeteria will follow the Alabama's Action for healthy kid standards. Those guidelines are as follows:

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

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

**Students will not be allowed to call home for snacks or have snacks delivered to classroom once school has begun.**

## **M. TEXTBOOKS**

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

## **N. RETENTION AFTER SCHOOL**

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

## **O. ENROLLMENT/PROMOTION/ RETENTION- REGULAR PROGRAM**

Alabama Act #2016-297

First Grade Enrollment Date:

Beginning with the 2018-2019 school year, a child who is six years of age on or before

December 31<sup>st</sup> may enroll in first grade. This extends the timeframe from the current date of on

Or before September 1<sup>st</sup>.

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

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

## **P. STUDENT PROBLEMS**

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

## **Q. LOST AND FOUND**

A lost and found box will be located in the 3<sup>rd</sup> and 4<sup>th</sup> grade hallway. If your child loses a coat or any item, please have him/her check the lost and found boxes. **All outer clothing should have the student’s name written in the garment so that they may be returned to the student if lost.** Parents please help us with this.

## **R. MEDICATION POLICY FOR OPP CITY SCHOOLS**

All medications (prescriptions, inhalers, aspirin, Tylenol, cough syrup, Pepto-Bismol, etc.) brought to school must be age appropriate and in an unopened, original container, with the child’s name, name of the medication, directions and dosage for administering, and expiration date legible on the container. All medications should be taken to the nurse’s office for storage and administering. **NO MEDICATIONS ARE TO BE KEPT BY THE STUDENT OR TEACHER FOR ADMINISTRATION. STUDENTS WHO ARE CAUGHT IN POSSESSION OF MEDICATIONS WILL BE REPRIMANDED FOR FAILING TO COMPLY WITH MEDICATION POLICY!**

State of Alabama, Department of education School Medication Prescriber/Parent Authorization form must be completed and signed by **BOTH** the **PRESCRIBING PHYSICIAN** and the **PARENT/LEGAL GUARDIAN** prior to any prescriptive medications being administered to children at school. For non-Prescriptive (over-the-counter) medications, only the parent/legal guardian signature will be required on the above mentioned form. No other form of consent (hand written notes or verbal consent) will be accepted.

### **INJURY/ACCIDENT**

In the event of injury or sever illness to any student in the Opp City Schools, appropriate first aid will be rendered and parent/legal guardian will no notified as soon as possible. Should school personnel be unable to locate the appropriate parent/guardian and the injury/illness requires medical attention, the student will be transported to the designated doctor on his/her information card or taken to the emergency room of the local hospital.

Any accident or incident requiring medical attention shall be written up with an incident report by the attending teacher. A copy of this report will be kept in the child’s records.

## SCREENING PROGRAMS AND PROCEDURES

Eliminating health problems helps students to achieve their maximum level of potential. In an effort to assist parents in keeping abreast of the general health conditions of the students enrolled in Opp City Schools, various programs are conducted throughout the year, including vision/hearing, head lice, scoliosis screenings, and preschool and other health assessment clinics as needed. Parents may choose to decline their child's participation in vision, hearing, and/or scoliosis screenings by providing written documentation of such to the school nurse at the beginning of each school year. Any child who does not have written documentation on file, requesting they not participate in a particular screening, may be screened at any time deemed necessary by school officials throughout the year.

Notification of a child's failure in any screening program will be sent home to parents immediately following any screening process. When a student has failed his/her vision screening, it is recommended by letter to the parent/legal guardian that he/she sees an optometrist for a further evaluation. When a hearing screening is failed, it is recommended by letter to the parent/legal guardian that he/she sees an Ear, Nose, & Throat physician (ENT) for further evaluation. When a student is screened for scoliosis and a referral is made, it is recommended by letter to the parent/legal guardian that he/she sees a physician.

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

- a. Shampoo your child's hair with any of the lice shampoos or rinses available at the Drugstore. All these products must be used carefully, observing all safety guidelines.
- b. Remove all nits (eggs) to ensure complete treatment. Most lice shampoos do not kill all the nits and survivors will hatch within 7-10 days, generating a cycle of self-reinfestation. **Therefore, a second treatment will be necessary after 7 days.**
- c. A parent should accompany their child to the school nurse's office upon returning to school. Once cleared by the nurse the child will be allowed to return to class. No child may participate in any school activity or ride a school bus until cleared by the school nurse.
- d. Those students who are given proper treatment and are louse/nit free are permitted to return to school the next day once cleared by the nurse. No more than three (3) days of absence from school will be considered excused. If incident occurs at the end of the week, the student will be required to return to school louse/nit free the following Monday to avoid un-excused absences.

## ILLNESS AND ABSENCES

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

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

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

### ***What is meningococcal disease?***

Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the United States.

### ***How do you catch the disease?***

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

### ***What are the symptoms of the disease?***

- Fever
- Headache
- Stiff neck
- Red rash
- Drowsiness
- Nausea and vomiting

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

MCV4, or the meningococcal vaccine, is recommended for all children 11-12 years of age and for unvaccinated adolescents at high school entry (15 years of age). High school seniors should also consider obtaining the vaccine prior to entering college, especially if they are planning on living in a dormitory. Please consult your physician or local health department for some information.

***For more information on this and other vaccine, recommendations go to:  
[www.adph.org/immunization](http://www.adph.org/immunization)***

## **T. STUDENT RECORDS**

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

The following definitions apply to this policy statement:

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

The following are excluded from the term "Educational Records": records of instructional, supervisory, or administrative personnel, which are in the sole possession of the maker and are not accessible or revealed to any other individual except a substitute teacher.

2. "Personally Identifiable" means that data or information which includes:
  - (a.) the name of a student and the student's parent or other family members;
  - (b.) the address of the student;
  - (c.) a personal identifier, such as a student's social security number or student number;
  - (d.) a list of personal characteristics which would make the student's identity easily traceable;
  - (e.) other information, which would make the student's identity easily traceable.

### **ACCESS TO AND RELEASE OF INFORMATION IN STUDENTS RECORDS**

1. The principal shall, within the provisions of this procedure, be responsible for determining to whom information maintained in student records may be released.
2. The principal shall be responsible for determining who, other than the parent, guardian, or eligible student, shall have access to the student records.
3. "Directory Information" may be made available at the discretion of the principal without the prior consent of the parent. However, students and their parents shall be notified at the beginning of each school year the categories of directory information and of their right to request that all or part of such information not be made available to the general public.

"Directory Information" shall consist of the student's name, address, telephone number, parent's name, grade level, and participation in officially recognized activities, weight and height of members of athletic teams, awards and honors.
4. The following individuals or agencies may be granted access to student record information without the written consent of the parent or without an entry being made in the disclosure record:
  - A. Teachers and other school officials within the School District who have a "legitimate educational interest".

"Legitimate Educational Interest" includes the following: that interest requires regular access for purpose of adding material, periodic review, filing new student data and/or removing inadequate, ambiguous, no longer relevant data; and (b) that interest having the educational well-being of the student in mind for purposes of continuing, improving, or changing the education of the student and that interest in which the individual has a legitimate need to know.
  - B. The stated education agency is required to make reports concerning the education program.
5. The following individuals or agencies may be granted access to student record information without the written consent of the parent by completing the disclosure record:

- A. Authorized representative of
  - a. The Comptroller General of the United States
  - b. The Secretary of Education authorities
  - c. The State Education authorities
  - d. Appropriate community agencies involved in handling students' health or safety
- B. Agencies requiring information in connection with a student's application for or receipt of financial aid;
- C. Courts, on the issuance of proper orders or subpoenas (reasonable efforts shall be made to notify the parents of the order or subpoena);
- 6. Directory information and personally identifiable information shall be released without parental consent to a school to which the student has transferred.
- 7. Principals shall require written approval of a parent or eligible student in order to grant access to others not specifically authorized by this policy.
- 8. Unless otherwise specified, the term "Parent" in this procedure shall include parent, guardian, or student 18 years of age or over or one who is enrolled in a post secondary institution.

#### **U. REVIEW OF STUDENT'S RECORD BY PARENT**

- 1. Schools shall provide for the review of student records by parents or guardians. Parents and students shall be notified of their right to review the student records by a notice in the student handbook and/or by a newsletter or other appropriate communications to the parent at the beginning of each school year.
- 2. A parent or guardian who desires to review his/her child's record shall put the request in writing to the school. The request should identify the record(s) being inspected. The school will arrange a time for inspection within 45 days of receipt of the written request. The school is not required to provide copies of records and may charge a fee if copies are requested.
- 3. Prior to the scheduled conference, the principal shall review the record for accuracy and completeness.
- 4. The parent in the presence of the principal or a designated person shall examine the record. The school is not required to provide copies of records and may charge a fee if copies are requested.
  - A. The principal or his/her designee attending the review shall:
    - a. Explain the recordkeeping system of the school, noting the types of records and why they are kept;
    - b. Provide the parent or guardian the opportunity to examine each record. Records which shall be included are the following:
      - 1.) Cumulative academic record;
      - 2.) Application or admission;
      - 3.) Immunization records, if applicable;
      - 4.) Attendance record;
      - 5.) Class grade record.
  - B. The principal or a designated professional shall provide the parent an opportunity to raise questions regarding information in the records.
  - C. A record of the review shall be made on the disclosure record.
- 5. If the parent or guardian requests a hearing to challenge information contained in the student's folder, a written request for the hearing shall be made and the specific part of the record to be changed must be indicated. A hearing will be scheduled for a date not less than three (3) days nor more than two (2) weeks from the date of the written request.

- A. The hearing shall be held with the principal and the parent or guardian at the scheduled time.
  - B. If the parent or guardian is not satisfied with the hearing with the principal, he/she shall have the opportunity to appeal the decision to a review panel at the Central Office level.
  - C. The parent or guardian shall request the appeal in writing to the Superintendent of Education. Upon receipt of said request, the Superintendent shall schedule a review panel meeting within ten (10) days following receipt of the parent's request. The date, time, and place of the review panel hearing shall be sent to the parent or guardian by United States registered or certified mail, return receipt requested.
1. The student record appeals review panel shall be composed of three professional representatives of the Central Office staff. At the meeting:
    - A. The Superintendent of Education or his/her designee will preside;
    - B. The parent or guardian and the principal shall be present. The student shall be present if requested by the parent or guardian or school official;
    - C. The decision of the review panel shall be communicated in writing to the school and parent or guardian within ten (10) days;

The parent shall have the right to file a dissenting statement following the hearing; such statement shall become part of the student's cumulative folder.

For questions concerning this policy or to seek access of your child's record, please contact the following:

Ms. Emily Edgar  
305 East Stewart Avenue  
Opp, AL 36467  
334-493-3173

## **V. GIFTED**

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

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

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

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

## **W. COMMUNICATION/ELECTRONIC DEVICES**

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

Students are allowed to possess an electronic device, but it must be turned off when a student arrives on campus and must remain turned off until the end of the school day. Devices are not to be visible during the school day. The school principal or his or her designee may grant exceptions.

Students involved in before or after school, academic programs shall observe school hour rules during these programs.

Student use of cellular phones and other electronic devices for field trips, sporting events, extracurricular activities during school hours or before or after school hours will be at the discretion of the principal and event sponsor or coach.

Violations of the policy will result in the following sanctions:

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

2<sup>nd</sup> offense – The item will be secured by school administration until the conclusion of the current school year.

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

Neither the school or school system will be responsible for the loss, damage, or theft of an electronic device brought to school or a school event.

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

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

For further information contact: Christy Harrell, Assistant Principal  
Opp Elementary School  
334-493-6031

#### **Y. STUDENT GRIEVANCES**

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

##### **I. Definitions**

- A. Complaint shall mean any alleged violation, misinterpretation or any inequitable application of any published policy, rule or regulation of the school system. Complaint shall not apply to any matter in which the method of review is prescribed by law. Complaints are objections to a specific act or condition.



- B. Complainant shall mean any student or group of students, directly affected by the alleged misinterpretation or violation, filing a complaint.
  - C. Faculty/Staff and Administration shall mean the employees of the Opp City Board of Education or representatives under the direct supervision of an employee of the school board.
  - D. Day shall mean a school/academic day.
- II. Time Limits – The number of days indicated at each level is to be considered the maximum. Time limits may be extended by mutual agreement between parties.
- III. Released Time – The complaint procedure will normally be carried out during non-instructional time. If, however, the Board elects to carry out provisions during instructional time, the complainant shall not lose academic credit.
- IV. Complaint Procedure
- A. Informal Discussion – If a student believes there is a basis for complaint, he/she shall discuss the complaint with his/her principal or the designee of the principal, (except in cases of discrimination or harassment involving the principal or the designee), in which case the complainant shall report to the Equity Coordinator or other person designated by the Superintendent) within five (5) days of the occurrence of the alleged violation except in cases involving harassment or discrimination in which thirty (30) days will be allowed.
  - B. Level One – If the complainant is not satisfied with the informal resolution he/she may, within ten (10) days, file a formal complaint in writing and deliver it to his/her principal or designee. The principal or designee shall communicate his/her answer in writing to the complainant within then (10) days of receiving the written complaint. Class complaints involving more than one (1) principal or designee and complaints involving an administrator above the building level may be filed by the complainant at level two.
  - C. Level Two – If the complainant is not satisfied with the resolution at level one he/she may, within (10) days of the answer, file a copy of the complaint with the Superintendent. The Superintendent shall indicate his/her disposition in writing to the complainant within the (10) days.
  - D. Board Appeal – If the complainant is not satisfied with the resolution by the Superintendent, he/she shall have the right to appeal the Superintendent’s decision to the Opp City Board of Education, provided request for placement on Board agenda is filed within ten (10) days.

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

REFERENCE(S):

CODE OF ALABAMA

16-1-30, 16-12-3(c)

HISTORY:

ADOPTED: MARCH 22, 2011

REVISED: \_\_\_\_\_

FORMERLY:J26

**Z. Non-Discriminatory Policy**

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

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

Michael Smithart  
P.O. Box 840  
Opp, AL 36467  
334-493-3173  
[msmithart@oppboe.com](mailto:msmithart@oppboe.com)

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

Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds.

FERPA gives parents certain rights with respect to their child's education records. When a student reaches the age of 18 or attends a post-secondary school or college, the parent's rights transfer to the student and the student is then an "eligible student" under the law.

Under FERPA, parents and eligible students have the following rights:

1.) To inspect and review the student's education records maintained by the school within 45 days of the school's receipt of a written request. The request should identify the record(s) being inspected. The school is not required to provide copies of records and may charge a fee if copies are requested. The following staff person may be contacted to seek access to your child's record:

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

You will be notified of the place and time the record(s) may be available for review.

2.) To request that a school correct records believed to be inaccurate or misleading. The request must be in writing and clearly specify: (a) the part of the record requesting to be changed, and (b) why it is inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement in the record about the contested information. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child's special education determination. The following staff person may be contacted to request an amendment to your child's record:

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

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

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

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