

CODE OF STUDENT CONDUCT



Approved
July 17, 1989
19th Amendment June 26, 2022
Opelika Board of Education

J. Kevin Royal, M.D., Chairman
Farrell Seymore, Superintendent

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OPELIKA CITY SCHOOLS

300 Simmons Street
P.O. Box 2469
Opelika, Alabama 36803-2469
(334) 745-9700

BOARD OF EDUCATION

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ADMINISTRATION

Farrell Seymore, Superintendent
Tiffany Yelder, Assistant Superintendent for Administration
Pam Fourtenbary, Assistant Superintendent for Instruction

FALL 2022 EDITION

SCHOOLS

Opelika High.....	745-9715
Kelli Fischer, Principal	
Opelika Middle.....	745-9726
Keith York, Principal	
Morris Avenue Intermediate.....	745-9734
Nino Mason, Principal	
Northside Intermediate.....	745-9731
Cindy Poteet, Principal	
West Forest Intermediate.....	745-9737
Ryan McDonald, Principal	
Carver Primary.....	745-9712
Joe Ross, Principal	
Jeter Primary.....	745-9723
David Carpenter, Principal	
Southview Primary.....	745-9711
Mary Salmon, Principal	
Opelika Learning Center.....	741-5603
Thomas Sherfield, Coordinator	
Transportation.....	745-9704
Linda Cooper, Director	

The Environmental Protection Agency requires that teachers, students, parents, and community be notified that the Opelika City School system has small amounts of asbestos in vinyl floor tile in some of our older school buildings. Officials of Opelika City Schools have been told that as long as this asbestos vinyl floor tile is undisturbed it offers no danger or risks to occupants of these schools.

VISION FOR OPELIKA CITY SCHOOLS

Opelika City Schools Invites You to be Your Best

We will partner with all stakeholders to provide a broad curriculum preparing learners for college or career in a competitive global society.

MISSION STATEMENT

Our mission is to educate every child, every day.

BELIEF STATEMENTS

**In order to accomplish our mission,
Opelika City Schools are committed to...**

- ✓ Partnering with our families, community, and business/industry to maintain a culture of support and responsibility for student success.
- ✓ Providing rigorous curriculum and engaging instruction that meets the needs of all students.
- ✓ Maintaining high expectations and performance standards for our students, employees, families, and community.
- ✓ Valuing diversity and maintaining safe, supportive environments for all learners.
- ✓ Enhancing trust through effective communication, fiscal responsibility, accountability, and transparency.
- ✓ Providing students with a variety of extra-curricular, leadership, service, character development, fine arts, and career exploration experiences to expand opportunities for life-long success.

Opelika City Schools is accredited by the AdvancED Accreditation Commission.

SCHOOL-PARENT COMPACT

Opelika City Schools are committed to providing the best education possible for students.

Teachers, support staff, and administrators promise to

- show that we care about students;
- have high expectations for ourselves as well as students;
- communicate and work with families to support student learning;
- provide a safe environment;
- provide high quality curriculum and instruction;
- respect our students and parents;
- provide progress reports to students and parents; and
- provide opportunities for parental participation.

Students promise to

- attend school regularly;
- work hard to do their best in class and on schoolwork;
- help to keep the school safe;
- ask for help if needed; and
- respect and cooperate with other students and adults.

Parents promise to

- have high expectations for their children as individuals;
- make sure their children attend school and are on time;
- designate a place for homework and make sure the work is done;
- help their children to resolve conflicts in positive ways;
- communicate and work with teachers and school staff to support and challenge their children;
- respect the school staff and the cultural differences of others;
- attend parent-teacher conferences; and
- volunteer and participate in class activities when possible.

The main purpose for this compact is to help students succeed in meeting the schools' challenging academic standards. We pledge to keep our promises. Your signature on the Acknowledgement page is your pledge to do your part in this partnership.

Parents Right to Know Procedures

The Opelika City Board of Education, the Superintendent of Education, and the administrative staff are committed to providing quality education for every student enrolled in the Opelika City Schools. To that end, a commitment to recruit teachers and administrators of the highest quality in preparation and performance is a primary goal.

The Opelika Board of Education at the beginning of each year will notify parents of each student enrolled in a school receiving Title I funds that parents may request the system to provide within ten (10) working days information regarding the professional qualifications of his/her child's classroom teacher. The information will provide at a minimum the following information:

1. Whether the teacher has met State qualification and licensing criteria for the grade level and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has been waived.
3. 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.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Notification of Parents Rights to Know will be provided to parents in writing as well as verbally during parent meetings.

The following information will be provided to parents without a request:

1. Information on the achievement level of the child on each of the State academic assessments as required under Title I.
2. Notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

THE CITY OF OPELIKA BOARD OF EDUCATION NON-DISCRIMINATION STATEMENT

The City of Opelika Board of Education is an equal opportunity agency and prohibits discrimination or harassment in any of its educational programs, including employment, on the basis of sex, race, religion, national origin, color, age, disability or reprisal in its programs and activities and provides equal access to the Boy Scouts. The Board of Education complies fully with the provisions of Title IX of the Education Amendments of 1972, Section 504 Rehabilitation Act of 1973, as amended, and the appropriate Department of Education regulations.

Any person having inquiries concerning Opelika City School District's compliance with the regulations implementing Title VI is directed to contact: Pam Fourtenbary, Assistant Superintendent for Curriculum and Instruction, Title VI Coordinator, P.O. Box 2469, Opelika, Alabama 36803-2469, (334) 745-9700.

Any person having inquiries concerning Opelika City School District's compliance with the regulations implementing Title IX, the Americans with Disabilities Act (ADA) or Section 504 Rehabilitation Act is directed to contact: Tiffany Yelder, Assistant Superintendent for Administration, Compliance Coordinator, P.O. Box 2469, Opelika, Alabama 36803-2469, (334) 745-9700.

(Revised Summer 2013)

CHILD FIND

The Opelika City Schools is committed to locating and serving students with disabilities birth to twenty-one within the school system's jurisdiction. If you would like to refer a child for an evaluation for special education services please contact the Special Education Coordinator at (334) 741-5601.

SECTION 504 OF THE REHABILITATION ACT

Students in need of services through Section 504 of the Rehabilitation Act of 1973 are those known or suspected to have a disability, which substantially limits a major life activity. Major life activities are functions such as caring for one's self, performing manual tasks, reading, concentrating, thinking, communicating, walking, seeing, hearing, speaking, breathing, learning, and working. A student who qualifies under Section 504 of the Rehabilitation Act may receive supplementary services within regular education or services under special education. If you would like to refer a child for an evaluation to determine eligibility under Section 504 of the Rehabilitation Act or if you would like to obtain a copy of "Parent/Guardian and/or Student Procedural Safeguards and Rights under Section 504 of the Rehabilitation Act", please contact the 504 Coordinator at (334) 741-5601.

AMERICANS WITH DISABILITIES ACT

The Assistant Superintendent for Administration is designated by Board policy as the Board's Americans with Disabilities Act Compliance Coordinator. The ADA Compliance Coordinator may be reached at the following address:

Attn: Tiffany Yelder
ADA Compliance Coordinator
Opelika City Board of Education
P.O. Box 2469
Opelika, AL 36803-2469
Telephone: (334) 745-9700
Fax: (334) 745-9706

ENGLISH LANGUAGE LEARNER SERVICES

Parents of students who qualify for English Language Learner services are annually notified of their children's participation in this program and have the right to withdraw their children from such services if they choose to do so.

FNS nondiscrimination statement is required on web pages and all correspondence from Child Nutrition including sending menus home:

"In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer."

INTRODUCTION

The Opelika City Board of Education believes that a businesslike, orderly and safe atmosphere must be maintained at all times for students to be receptive to academic learning. They also believe that it is the responsibility of the student to adhere to self-discipline and base his or her conduct on the respect and consideration for the rights of others. The intent of this handbook and the enforcement of its rules are to ensure that each student be given the best environment conducive to learning.

JURISDICTION OF THE BOARD OF EDUCATION

Students enrolled in the Opelika City School System will be governed by the policies of the Opelika City Board of Education and by the rules and regulations of the schools. This authority applies to all school-sponsored activities including, but not necessarily limited to, the following:

1. School buses or any other transportation provided by the school system
2. Field trips
3. Club or organization meetings
4. Occupants in an automobile driven or parked on school property
5. School groups representing the school system in educational events
6. Other school-sponsored events including but not limited to athletic events, dances, plays, etc., on or off the school campus

The Code of Conduct will apply during the time a student is attending school, is a participant in a school-sponsored event as noted above or is being transported under the sponsorship of the school system. The pupil shall be under the control and supervision of the principal, the teacher, or any other staff member in charge. Students riding on school buses are under the direct supervision of the bus driver unless the principal, teacher or supervisor is present on the bus.

ATTENDANCE POLICY J-2

The principal shall be responsible for maintaining an accurate attendance record for each pupil. All pupils of school age six to seventeen (6 to 17) are required by law to enter school on the opening date and to be in regular attendance for the entire school term.

An accurate record of attendance shall be maintained by the homeroom teacher or designated person. This record will be used by the principal and other appropriate personnel to enforce the Compulsory Attendance Law.

Regular attendance is essential for good schoolwork. When returning to school following an absence, a student must present a statement from parent/guardian explaining the absence to the appropriate school official. This should be done on the date the student returns and must be done by the third day to make up the work missed, (failure to bring a note by the third day will result in a zero for the work

missed unless extenuating circumstances prevent this.) Suspension, expulsion, and truancy will be considered an unexcused absence, and the student will receive a zero for all work missed.

In order to qualify for and maintain an Alabama driver's license or learner's permit a student between the ages of 16 to 19 must be either enrolled in a public school, enrolled in a GED program, enrolled in a job training program approved by the State Superintendent of Education or exempted for circumstances beyond the control of the student as defined by State Department of Education guidelines.

The Board will verify that enrollment status of a student upon signed written request. The Board will notify the Department of Public Safety when a student has more than ten (10) consecutive or fifteen (15) cumulative days of unexcused absences during a single semester.

The student may appeal the Board's determination of his/her enrollment status by providing written notification to the appropriate school principal of the intent to appeal. The notice must state the reasons for the appeal and be filed within fifteen (15) days of the Board's issuance of enrollment status. Except as stated herein, the Board will treat the appeal procedurally the same as the process for long-term suspension or expulsion of a student.

ADOPTED: May 11, 2004

Revised: October 27, 2009

LEGAL REF: Code of Alabama 16-28-3; 16-28-40; *16-28-3.1

PARENTAL EXCUSES

A maximum of (10) days will be excused with parental notes in compliance with Alabama's Attendance law; after which, a doctor/court excuse is required in order for an absence to be excused. In the event the absentee limit has been reached, it is the responsibility of the student and his/her parent to provide documentation and request a conference with the principal regarding the excessive absenteeism. The principal may make exceptions in cases of extended illnesses, accidents, hospital confinement, or other prearranged cases as justified in writing or by parent conference.

- *In the event a request is made to have an absence prearranged, the principal will consider the student's academic performance and attendance record.*

Please note: Students with unexcused absences may receive a zero for missed work due to the absence.

CLASSIFICATION OF VIOLATIONS

Violations of accepted standards are grouped into three classes: Type I, Type II, and Type III. Each classification is followed by a range of disciplinary procedures. They may be considered interchangeable between classes of offenses depending on determination at the local level. The following lists of violations of the code are not intended to be all-inclusive.

Type I Violations

1. Distraction of other students – any behavior which is disruptive to the orderly educational process
2. Use of profane and obscene language or gestures
3. Non-conformity to the dress code
4. Misbehavior on a school bus
5. Inappropriate public display of affection
6. Eating or drinking in unauthorized areas
7. Locker misuse or abuse
8. Littering of school property
9. Unauthorized possession of radios, tape players, or any item which disrupts the learning process
10. Refusal to complete class assignments
11. Refusal to give disciplinary or academic notices sent by the school to parent/guardian
12. Any other violations which the principal may deem to fall within this category

Disciplinary actions for Type I violations include but are not limited to:

1. Student Conference with Teacher
2. Student Conference with Principal
3. Parent Conference
4. Detention Hall
5. Suspension from Riding School Bus
6. Loss of School or Classroom Privileges
7. Parent Notification

Type II Violations

1. Participating in a non-school sanctioned group or activity that is deemed disruptive to the school environment, including on-campus activities of fraternities, sororities, secret societies, non-affiliated school clubs, or gangs
2. Gambling

3. Refusal to comply with instructions from school personnel
4. Possession, sale and/or use of tobacco products
5. Cheating
6. Fighting
7. Vandalism resulting in damages of less than \$50 to public or personal property
8. Petty theft
9. Possession of stolen property with the knowledge that it is stolen
10. Using verbal or written communication threatening injury to the person, property, or reputation of another with the intention of extorting money or any other item (extortion)
11. Threatening, intimidating, or harassing students and school personnel
12. Possession of fireworks
13. Written or verbal propositions to engage in sexual acts
14. Use of obscene gestures and profane language toward another person
15. Use or possession of obscene and/or pornographic materials
16. Leaving school grounds without permission
17. Unauthorized absence from class or school
18. Intentional touching, striking, or causing bodily harm to another student
19. Intentionally providing false information to school personnel; forgery of parent's name; intentionally providing false information to parents such as changing grades
20. Use of electronic communication devices such as cell phones during school day
21. Repeated and/or excessive Type I offenses
22. Any other violation which the principal may determine as being a Type II violation

Disciplinary actions for Type II violations include but are not limited to:

1. Parent Conference
2. In-School Suspension
3. Out-of-School Suspension
4. Suspension from Riding School Bus

Type III Violations

1. Possession, transfer, sale or use of drugs, drug paraphernalia, or alcoholic beverages
2. Arson
3. Assault and battery upon school personnel
4. Stealing, larceny, grand theft or robbery
5. Willful and malicious injury or damages at or in excess of \$50 to property belonging to another

6. Possession or use of any weapon-these include but are not limited to firearms, knives, metallic knuckles, tear gas guns, and chemical weapons
7. Possession of explosives
8. Indecent exposure or participation in any sexual act
9. Intentionally causing severe bodily harm, disability, or permanent disfigurement to another person
10. Inciting or participating in a major student disorder
11. Continued willful disobedience and persistent failure to follow school rules
12. Calling in a bomb threat, tampering with a fire alarm or setting off a false alarm
13. Reckless driving of a vehicle on school property
14. Repeated and/or excessive Type II offenses
15. Any other violation which the principal may determine as being a Type III violation

Disciplinary action for Type III violations include but are not limited to:

1. Suspension, Pending Hearing
2. Alternative School Away From Main Building
3. Expulsion
4. Petition or Warrant Filed with Opelika Police Department or Juvenile Court

STUDENT DRESS AND APPEARANCE

The Opelika City Board of Education and administration recognize the desire of students to express their individuality in choice of dress. However, the Board and the administration are also concerned that certain expressions of individual taste in dress can be disruptive to the teaching-learning process.

The Board and administration believe that students and parents should use good judgment and reason in the choice of dress while attending school.

We believe the following dress code policy is important in maintaining the orderly operation of the schools with regard to factors of health, sanitation and safety; and to prevent individuals from dressing in a manner disruptive to the education process.

STUDENT DRESS CODE

The Opelika City Board of Education and administration recognize the effect that student dress and grooming have upon student behavior and commitment to learning. In order to maintain an atmosphere that is safe and conducive to learning, the following guidelines have been adopted. The goal of the dress code is to encourage students to dress in a manner that promotes habits that lead to success.

- **Students must wear clothing that covers the area from the shoulders to mid-thigh. (See diagram)**
- **Pants, shorts, and skirts must be worn at the waist and should fit properly.**
- **Skirts, shorts, and dresses must be mid-thigh or longer in front and back.**
- **Undergarments must be worn in an appropriate manner and should not be visible.**
- **Tops must have sleeves with a minimum width of two inches.**
- **Pajamas should not be worn to school.**
- **T-shirts or any other type clothing or personal item bearing a reference to firearms, weapons, alcoholic beverages, tobacco products, drugs, drug-related slogans, sexual references, gang affiliation and/or any other wording, drawings, pictures, etc., which in any way can be interpreted as suggestive, obscene, offensive, or relating to violence, etc., are not permitted.**
- **No sunglasses, hats, hoods, or other head coverings are to be worn during the regular school day.**
- **Students are required to wear appropriate shoes to school at all times--no bare feet.**

Students in violation of the dress code will be required to change immediately. If this requires checking out, the absence is unexcused.

If any aspect of the Dress Code becomes a consistent problem, appropriate adjustments will be made by the administration to address the situation.

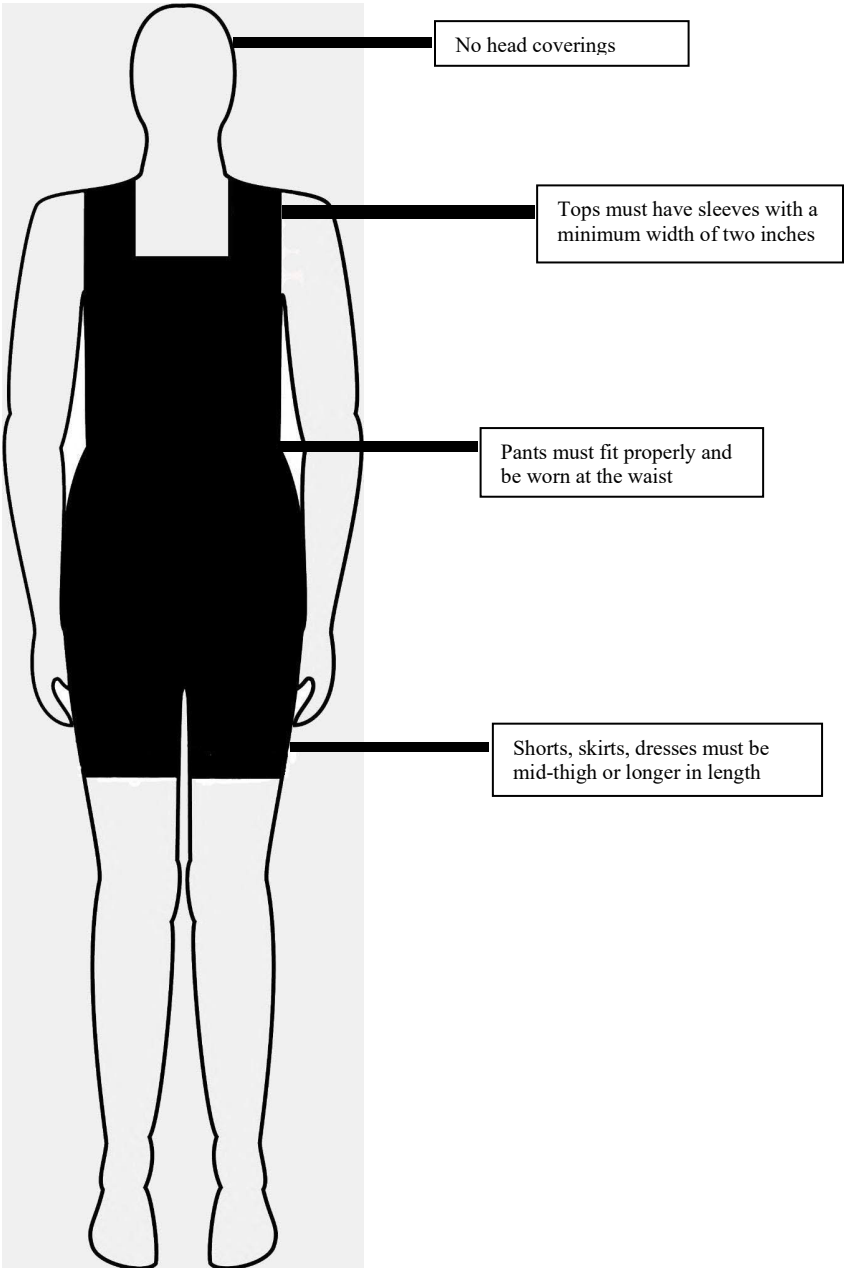
The administration of Opelika City Schools maintains the absolute authority in making subjective judgments concerning student dress and personal appearance.

ADOPTED: November 27, 2007

REVISED: December 6, 2007

REVISED: July 28, 2022

STUDENT DRESS CODE-DIAGRAM



CELL PHONE POLICY J-25

The Opelika City Schools policy on cellular telephones is designed to ensure that the use of cell phones does not interfere with teaching and learning during the school day.

1. Students are permitted to use cell phones before entering the building on a school day and after exiting the building at the end of a school day.
2. The use of cell phones for any purpose – including phone calls, text messaging, games, and other functions – is not permitted during the school day or in the school building at any time.
3. Cell phones must not be visible during the school day. They should be stored in a secure location (vehicle, pocket, purse, locker, athletic bag, etc.).
4. Cell phones must be turned completely off (not simply on silent or vibrate mode) during the school day.
5. Students participating in field trips, extracurricular activities, and athletic events must get permission from their coach or sponsor for using a cell phone after school hours or on after-school bus trips.
6. At all times, the use of camera phones is strictly forbidden in private areas, such as locker rooms, washrooms, dressing areas, classrooms, and offices. When necessary, camera phone violations may be treated as Level II or Level III offenses. Such use may also be in violation of the criminal code of Alabama.
7. ***Any phone communication during the instructional day will take place on school telephones with permission from office personnel with the exception of emergency situations deemed by the principal. Parents should continue to call the school for any emergency situation.***
8. Students are not to bring cell phones into a classroom where standardized testing is taking place. Teachers will collect any student cell phones in classrooms where standardized testing (AHSGE, Stanford 10/ARMT, Writing Assessment, etc.) is occurring. Phones will be returned in accordance with school policy.
9. Possession of a cell phone by a student is a privilege, which may be forfeited by any student not abiding by the terms of this policy. Students shall be personally and solely responsible for the security of their cell phones. The Opelika City School System shall not assume any responsibility for theft, loss, or damage to a cell phone, or unauthorized calls made on a cell phone.

OTHER ELECTRONIC DEVICES:

Other electronic devices such as, but not limited to, digital cameras, camcorders, PDA's, MP3 players, and headphones, may be used as part of the instructional process, with prior administrative and teacher authorization. Otherwise, these devices may not be visible during the instructional day.

USE OF DIGITAL DEVICE DURING THE ADMINISTRATION OF A SECURE TEST

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

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

VIOLATIONS OF CELL PHONE POLICY:

First Offense Cell phone confiscated and returned to parent.

Second Offense Cell phone confiscated and returned to parent. The principal shall determine appropriate discipline response in consideration of the circumstance of the violation.

Third Offense Cell phone confiscated and returned to parent. The principal shall determine appropriate discipline response in the consideration of the circumstance of the violation. Loss of cell phone privilege for the remainder of the school year.

ADOPTED: December 7, 2006

The Opelika City Schools administrative team solicits your help and support in our efforts to maintain a policy, which affords students the opportunity to possess cellular phones while on campus within our school system. We ask that you please review the cell phone policy with your child and encourage him/her to follow the cell phone policy outlined above.

ANTI-HARASSMENT/BULLYING POLICY J-27

Harassment/Bullying of Students

Opelika City Schools is committed to providing all students with a safe and supportive school environment in which all members of the school community are treated with respect. This policy is intended to comply with *Alabama Act No. 2009-571*, Student Harassment Prevention Act and Alabama Code 16-28B-4.

No student shall engage in or be subjected to harassment, violence, threats of violence, or intimidation by any other student that is based on any specific characteristics of said student. These terms have been identified by the Board of Education as defined below. Students who violate this policy will be subject to disciplinary sanctions.

Section 1 Definitions

- (a) The term "Harassment/Bullying" as used in this policy means a continuous pattern of intentional behavior that takes place on or off school property, on a school bus, or at a school sponsored function including, but not limited to:
- Written, verbal, cyber bullying, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics set forth in Section 2(b) below.

To constitute harassment/bullying, a pattern of behavior may demonstrate any of the following:

- Place a student in a reasonable fear of harm to his or her person.
- Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
- Have the effect of substantially disrupting or interfering with the orderly operation of the school.
- Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
- Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

- (b) The term “violence” as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student.
- (c) The term “threat of violence” as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.
- (d) The term “intimidation” as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the students from participating in or taking advantage of any school program, benefits, activity or opportunity for which the student is or would be eligible.
- (e) The term “student” as used in this policy means a student who is enrolled in the Opelika City Schools system.

Section 2 Description of Behavior Expected of Students

- (a) Students are expected to treat other students with courtesy, respect, and dignity and comply with the Opelika City Schools’ Code of Student Conduct. Students are expected and required (1) to comply with the requirements of the law, policy, regulation and rules prohibiting harassment, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence and injury to another student; and (3) to refrain from placing another student in fear of being subjected to violence and injury when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.
- (b) Violence, threats of violence, harassment, and intimidation are prohibited and will be subject to disciplinary consequences and sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the victim.
 - The student’s race;
 - The student’s sex;
 - The student’s religion;
 - The student’s national origin;
 - The student’s disability;
 - Any other personal characteristic.

Section 3 Consequences for Violations

Any student who violates the Anti-Harassment/Bullying policy will be subject to disciplinary action based upon the incident severity and in accordance with the Opelika City Schools' Code of Student Conduct.

Section 4 Reporting, Investigation and Complaint Resolution Procedures

- (a) Complaints alleging violation of this policy must be made on Opelika City Schools' Crisis Harassment Incident Report Form (CHIRF), which is available in the main office of the school and/or principal's and counselor's office. The complaint must be signed by the student alleging the violation or by the student's parent or legal guardian.
- (b) Upon receipt of the complaint, the principal or the principal's designee will, in their sole discretion, determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake an investigation of the complaint. The investigation will entail the gathering of the relevant facts and evidence and will be conducted in a reasonable prompt time period taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violations(s) may also be imposed by the principal or the school system. *Please note if it is determined a violation did occur but was not on Opelika City Schools' property or activity, Opelika City Schools does not have jurisdiction or legal authority to discipline the perpetrator.
- (c) Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy will be subject to disciplinary sanctions as outlined in the Code of Student Conduct.
- (d) The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee will inform the student's parent or guardian of the report and document the date and time of such report on the CHIRF.

ALABAMA SUICIDE HOTLINES
Crisis Center of East Alabama (334) 821-8600
The Crisis Center – Birmingham (205) 323-7777
Kids Help Line (205) 328-KIDS (5437)

Section 5 Promulgation of Policy and Related procedures, Rules, and Forms

This policy and any procedures, rules, and forms developed and approved to implement the policy will be published, disseminated, and made available to student, parents and legal guardians, and employees by such means and methods as are customarily used for such purposes, including publication on the Opelika City Schools' Web site, www.opelikaschools.org.

ADOPTED: June 22, 2010
Revised: September 15, 2015

OPELIKA CITY SCHOOLS
CRISIS/HARASSMENT/BULLYING INCIDENT REPORT FORM
Submit this form to your school's office. Office personnel should submit this form to the school principal.

Date: _____ Time: _____

Person filing report: _____
 Address: _____
 Telephone number: _____

Report of Incident(s). Please answer the questions who, what, when, where and how and state all pertinent facts. (You can use the back of this form if necessary.): *If a threat of suicide by a student is being reported, please note and describe the events surrounding your knowledge of this situation.*

Give date(s) the alleged incident(s) occurred: _____

Give the location(s) where the alleged incident(s) occurred: _____

Have you reported this or similar behavior before? If so, please indicate to whom and date reported. _____

List all others who may have knowledge regarding this matter (Give names, addresses including city and state and phone numbers, if known. State if they are students or employees. Briefly state what the persons are believed to know: _____

By signing below, I certify that the facts stated above are true and accurate to the best of my knowledge. I understand that if the information listed above is found to be false, I will be subject to disciplinary action as outlined by the Code of Student Conduct.

Person filing report: _____ Printed name: _____
Signature

Signature and date of employee receiving report: _____
Signature *Date*

*Sample of form
 that can be
 found on the
 OCS website
 (www.opelikaschools.org) or
 in any OCS
 school office*

ERIN'S LAW

In accordance to Erin's Law (Act 2015-456), Opelika City Schools provides instruction on Child Sexual Abuse in Grades Pre-K – 12 and annual Child Abuse Mandatory Reporters training to all faculty and staff.

SECLUSION AND RESTRAINT POLICY J-28 **Statement from Policy**

The Opelika City Schools is committed to the implementation of regulations contained in the **Rules of the Alabama State Board of Education Chapter 290-3-1 Seclusion and Restraint for ALL Students**. Staff and faculty have received training on the policy concerning the use of physical restraint, seclusion, behavioral interventions and de-escalation techniques. Written notification will be provided to parents within twenty-four hours if physical restraint is necessary to prevent a student from harming himself or others. You may obtain a complete copy of the **Opelika City Schools Policy J-28, Seclusion & Restraint for ALL Students**, by contacting the Assistant Superintendent for Administration at (334) 745-9700. This policy is also posted on the Opelika City Schools website, www.opelikaschools.org.

Alabama High School Diploma Options

Opelika City Schools GRADUATION REQUIREMENTS *Beginning with 2013-2014 Freshman Class

Opelika High School Diploma

Area of Study	Credits	Requirements
English Language Arts	4	English 9, 10, 11 and 12 or AP or post secondary equivalent courses
Mathematics	4	Algebra I, Geometry, and Algebra II or Algebra II with trig or CTE or AP or post secondary equivalent courses The fourth math credit must be chosen from the Alabama Course of Study: Mathematics or the CTE/postsecondary equivalent courses
Science	4	Biology and a physical science. The third and fourth science credits must be chosen from the Alabama Course of Study: Science or the CTE/AP/post secondary equivalent courses
Social Studies	4	World History, US History 10 & 11, Government/Economics or AP/post secondary equivalent courses
Physical Education	1	LIFE (One JROTC credit may be used to meet requirement)
Health Education	.5	Alabama Course of Study: Health Education
Career Preparedness	1	Career Preparedness Course
CTE and/or Foreign Language and/or Arts Education	3	Students choosing CTE, Arts Education and/or Foreign Language are encouraged to complete two courses in sequence
Electives	4.5	
Total Credits Required for Graduation		26

Opelika High School Advanced Diploma

Area of Study	Credits	Requirements
English Language Arts	4	English 9, 10, 11 and 12 or AP or post secondary equivalent courses
Mathematics	4	Algebra I, Geometry, and Algebra II or Algebra II with trig or CTE or AP or post secondary equivalent courses The fourth math credit must be chosen from the Alabama Course of Study: Mathematics or the CTE/postsecondary equivalent courses
Science	4	Biology and a physical science. The third and fourth science credits must be chosen from the Alabama Course of Study: Science or the CTE/AP/post secondary equivalent courses
Social Studies	4	World History, US History 10 & 11, Government/Economics or AP/post secondary equivalent courses
Physical Education	1	LIFE (One JROTC credit may be used to meet requirement)
Health Education	.5	Alabama Course of Study: Health Education
Career Preparedness	1	Career Preparedness Course
Foreign Language	2	Two credits of foreign language in sequence (same Language)
CTE and/or Foreign Language and/or Arts Education	1	Students choosing CTE, Arts Education and/or Foreign Language are encouraged to complete two courses in sequence
Electives	4.5	
10 of the 26 credits must be advanced courses which are specified in the Opelika High School Curriculum Guide		

OPELIKA CITY SCHOOLS DISCIPLINARY ACTIONS FOR EXCEPTIONAL STUDENTS

Exceptional students are those students as defined by Public Law **105-17** and Alabama Act 106 (**excluding gifted**). All rules and regulations governing student conduct as related to exceptional students shall be in conformance with the Rules of the Alabama State Board of Education Chapter 290-080-090, Public Law **105-17**, Alabama Act 106 and Section 504 of the Rehabilitation Act of 1973. The following specific guidelines shall apply.

SUSPENSION

1. A short-term (up to ten consecutive scholastic days) suspension may be used for any one disciplinary incident for **students with disabilities**.
2. Suspension which results in one or more of the following is considered a significant change in placement and will require due process through IEP Committee action:
 - a. More than ten consecutive scholastic days in suspension
 - b. A series of suspensions that are each of ten (10) scholastic days or fewer in duration that creates a pattern of exclusion
 - c. An infraction that could result in placement at the alternative school

EXPULSION

Total removal from **an exceptional** student's current educational service.

1. A **student with disabilities** may not be expelled from school for any misbehavior that has a direct and significant relationship to that student's **disability**.
2. If the IEP committee determines that the behavior in question does not have a direct and significant relationship to the student's **disability**, the School Board may expel the student; however, a complete cessation of education service is not permissible. Homebound services or adult education may be used as a service alternative.
3. Expulsion constitutes a change in placement, which requires due process through IEP committee action.

STUDENT STATUS DURING PROCEEDINGS

1. If administrative or judicial remedy is requested as a result of disagreements with any disciplinary action, which would result in a change of placement, the **student with disabilities** involved in the issue must remain in his/her present educational placement until the issue is resolved.
2. If the public education agency believes the student with disabilities poses an immediate threat to the safety of himself/herself or others, the public education agency may request injunction relief from a court of competent jurisdiction to have

the student temporarily removed from the present educational placement until the issue is resolved.

PROCEDURES

1. If a student in an exceptional child program other than gifted is suspended for more than ten (10) days during a school year IEP Committee action will be required.
2. IEP Committee action will be required for a student suspended as part of a recommendation for assignment to the Opelika Learning Center or expulsion.
3. The IEP Committee must include
 - a. the student's teacher or teachers
 - b. a building administrator and/or other LEA Representative
 - c. the child's parent/guardian (must be notified and given the opportunity to attend)
4. An administrative Hearing for exceptional students will be held if a determination has been made that a student has:
 - a. violations determined by the IEP committee to not have a direct and significant relationship to that student's disability.
 - b. violations that the IEP committee determines pose an immediate threat to the safety of the student or others.
 - c. violations that break federal, state, or local laws.
5. The Administrative Hearing for exceptional students may include but not be limited to the:
 - a. Superintendent
 - b. Assistant Superintendent for Administration
 - c. Principal
 - d. Special Education Coordinator
 - e. Community Affairs Coordinator
 - f. Parent/Guardian of Student
 - g. Student
6. The Special Education Coordinator will be responsible for insuring any IEP revisions are made as necessary as a result of the administrative hearing.
7. If the Administrative Hearing Committee recommends the expulsion of a student, which is later approved by the Board of Education, the school system may continue to provide services in a different setting. This could include homebound services.

School-Based Problem Solving Team

Each school in the Opelika City School System has a school-based team composed of teachers and administrators who provide assistance for students who exhibit a chronic pattern of failure. To receive further information on how to access the services provided by the Problem Solving Student Support Team contact a counselor or the principal at the school the student attends.

BUS RULES OF CONDUCT AND RESPONSIBILITIES OF PUPILS

1. Be ready in the morning ten (10) minutes prior to the scheduled time for the bus to arrive at your stop.
2. Standing or playing in the street while awaiting the bus is prohibited.
3. Wait until bus has come to a complete stop before attempting to get on or off.
4. Obey the bus driver promptly and cheerfully.
5. Leave the bus only at your home stop or with consent of the driver.
6. Enter or leave the bus only at the front door of vehicle except in case of emergency.
7. Exchanging seats or moving from place to place while the bus is in motion is prohibited.
8. Be seated if possible, but if not possible, move to the rear of the bus and stand away from the door.
9. Make room for other students to get on or off the bus.
10. The possession of tobacco in any form, matches, fireworks, any type of weapon (including knife) or replica is prohibited.
11. All parts of the student's body shall remain inside the bus at all times.
12. Indecent conduct or loud, disruptive or profane language is prohibited.
13. Passengers are not to behave in any manner, which infringes upon the rights of any other passenger. This includes any form or type of bullying.
14. Maintain school rules and orderly conduct while boarding, riding and exiting the bus.
15. Students are not to throw objects of any kind on the school bus or out the windows.
16. Any breakage, injury or damage to the bus caused by careless or willful act shall be paid for by offending pupil or his/her parents. Transportation to and from school will cease until reimbursement is complete.
17. When necessary to cross highway after getting off school bus, make certain the bus is stationary, the front door still open, and the stop arm extended; then cross in front of the bus. Look both ways and stay out of line of traffic until the path across the roadway is safe. Then proceed across the highway when the driver or bus monitor signals for you to cross.
18. Keep the bus clean and sanitary.
19. Refrain from drinking and/or eating on the school bus.
20. Do not bring any school related items larger than regular sized poster board and/or tri-folds on the school bus. Items considered oversized may present a safety hazard and will not be permitted.
21. Cooperate at all times with the principal, the driver, and the monitor in the fulfillment of the duties to which they have been assigned.
22. The privilege of riding the school bus may be denied to any student who does not conduct himself/herself in a safe and orderly fashion. School bus drivers and administration will determine what is safe and orderly. The

bus driver reserves the right to assign seating for any student(s) that are disruptive in any way

23. **REMEMBER.** every rule or responsibility of all concerned is for **YOUR** safety!

TRANSPORTATION RESPONSIBILITIES OF PARENTS

1. Parents are requested to study the Rules of Conduct and Responsibilities as set down by the Opelika City Schools. The Board of Education believes these rules are conducive to a safe and efficient transportation program. We want to provide the best and safest possible school bus service that we can, with the wise use of the funds available for such transportation.
2. See that your children are ready in the morning ten (10) minutes prior to the scheduled time for the bus to arrive. The bus operates on a schedule and cannot wait for tardy pupils.
3. Parents will be held responsible for careless and/or malicious damage to the school bus done by their children. Until parent has fulfilled the payment obligation, the student will not be allowed to ride the bus to or from school.
4. Students are under the authority of the principal of the school from the time they are on the bus in the morning until they leave the bus in the afternoon. The driver of the school bus is responsible to the principal for the behavior of the children while they are on the bus. The children must obey and respect the driver.
5. Parents will encourage their children to know and obey all applicable rules and regulations, and to respect the rights of other students on the bus.
6. Parents should report to the principal or superintendent's office any incidents or evidence of carelessness or dangerous behavior on the bus, or on the highway, on the part of pupils or the driver.
7. Parents should impress their children with the importance of getting on the correct bus in the afternoon. Drivers, teachers or principals cannot be responsible to see that each and every child is on the correct bus without the help of both parents and children.
8. Parents should notify the transportation department if a student does not require transportation for more than 3 consecutive days. After three (3) pick-up attempts at designated location, the stop will automatically be deleted. The transportation department will have to be notified by parent in order for pick-up to be reinstated. Parents should notify the school office of any afternoon changes in transportation.

IT'S THE LAW!

Parental Notification of Civil Liabilities and Criminal Penalties

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

Attendance and Conduct (Section 16-28-12)

Person in loco parentis responsible for child's school attendance and behavior; noncompliance; local boards to promulgate written behavior policy, contents, annual distribution, receipt to be documented; school officials required to report noncompliance; failure to report suspected violation; district attorneys vigorously to enforce provisions.

(a) Each parent, guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or have him or her instructed by a private tutor during the time the child is required to attend a public school, private school, church school, denominational school, or parochial school, or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in any public school in accordance with the written policy on school behavior adopted by the local board of education pursuant to this section and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars (\$100) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal teacher of the public school he or she attends or should attend, or of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section.

(b) Each local public board of education shall adopt a written policy for its standards on school behavior. Each local public school superintendent shall provide at the commencement of each academic year a copy of the written policy on school behavior to each parent, guardian, or other person having care or control of a child who is enrolled. Included in the written policy shall be a copy of this section. The signature of the student and the parent, guardian, or other person having control or custody of the child shall document receipt of the policy.

(c) Any parent, guardian, or other person having control or custody of any child enrolled in public school who fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be reported by the principal to the superintendent of education of the school system in which the suspected violation occurred. The superintendent of education or

his or her designee shall report suspected violations to the district attorney within 10 days. Any principal or superintendent of education or his or her designee intentionally failing to report a suspected violation shall be guilty of a Class C misdemeanor. The district attorney shall vigorously enforce this section to ensure proper conduct and required attendance by any child enrolled in public school.

(School Code 1927, §305; Code 1940, T. 52, §302; Acts 1993, No. 93-672, p. 1213, §1; Acts 1994, 1st Ex. Sess., No. 94-782, p. 70, §1.)

The State Board of Education guidelines authorize each local board of education to file early warning petitions in juvenile court against the parent/guardian of minor child no earlier than the 5th unexcused absence and to file truancy petitions no earlier than the 7th unexcused absence in a school year.

Teacher Assault (Act 94-794)

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

Drug Dealing (Act 94-783)

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

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

The school principal shall notify appropriate law enforcement officials when a person violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within 5 school days.

If a person is found to have violated a local board of education policy concerning drugs, alcohol, weapons, physical harm to a person or threatened physical harm to a person, the person may not be readmitted to the public schools until criminal charges, if any have been disposed of by appropriate authorities and the person has satisfied all other requirements imposed by the local board of education as a condition for readmission.

Weapons in Schools (Act 94-817)

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

Vandalism (Act 94-819)

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

Pistol Possession/Driver's License (Act 94-820)

Any person over the age of 14 who is convicted of the crime of possession of a pistol on the premises of a public school, or a public school bus, shall be denied issuance of a driver's permit or license to operate a motor vehicle for 180 days from the date the person is eligible and applies for a permit or license. If a person over age 14 possesses a driver's license on the date of conviction, the driver's license will be suspended for 180 days.

Drop-Out/Driver's License (Act 94-820 which amended Act 93-368 as codified in Section 16-28-40, Code of Alabama 1975)

The Department of Public Safety shall deny a driver's license or learner's permit to any person under 19 who is not enrolled or has not received a diploma or certificate of graduation. Exceptions are students who: are enrolled in a GED program, are enrolled in a secondary school, are participating in an approved job training program, are gainfully employed, are a parent of a minor or unborn child, or are the sole source of transportation for the parent.

No Pass No Play

Please refer to your middle school or high school student handbook for specific eligibility requirements for extra-curricular activities.

Bomb/Terrorist Threats (Act 2000, No. 807, § 1.)

- (a) A person commits the crime of making a terrorist threat when he or she threatens by any means to commit any crime of violence or to damage any property by doing any of the following:
 - (1) Intentionally or recklessly:
 - a. Terrorizing another person.
 - b. Causing the disruption of school activities.
 - c. Causing the evacuation of a building, place of assembly, or facility of public transportation, or other serious public inconvenience.

- (2) With the intent to retaliate against any person who:
- a. Attends a judicial or administrative proceeding as a witness or party or produces records, documents, or other objects in a judicial proceeding.
 - b. Provides to a law enforcement officer, adult or juvenile probation officer, prosecuting attorney, or judge any information relating to the commission or possible commission of an offense under the laws of this state, of the United States, or a violation of conditions of bail, pretrial release, probation, or parole.
- (b) The crime of making a terrorist threat is a Class C felony.

IMPORTANT INFORMATION ON INFLUENZA AND THE FLU VACCINE

What is Influenza (also called Flu)?

The flu is a contagious respiratory illness caused by influenza viruses that infect the nose, throat, and lungs. It can cause mild to severe illness, and at times can lead to death. The best way to prevent the flu is by getting a flu **vaccine** each year.

Signs and Symptoms of Flu

People who have the flu often feel some or all of these signs and symptoms:

- Fever* or feeling feverish/chills
- Cough
- Sore throat
- Runny or stuffy nose
- Muscle or body aches
- Headaches
- Fatigue (very tired)
- Some people may have vomiting and diarrhea, though this is more common in children than adults.

**It's important to note that not everyone with flu will have a fever.*

How Flu Spreads

Most experts believe that flu viruses spread mainly by droplets made when people with flu cough, sneeze or talk. These droplets can land in the mouths or noses of people who are nearby. Less often, a person might also get flu by touching a surface or object that has flu virus on it and then touching their own mouth, eyes or possibly their nose.

Preventing Flu

The first and most important step in preventing flu is to get a flu vaccination each year. CDC also recommends everyday preventive actions (like staying away from people who are sick, covering coughs and sneezes and frequent hand washing) to help slow the spread of germs that cause respiratory (nose, throat, and lungs) illnesses, like flu.

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 more information.

For more information on Flu and Meningococcal Disease and other vaccine, recommendations go to:

www.adph.org/immunization

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's education records within a reasonable time limit, generally within seven business days. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent to the following parties (34 CFR§ 99.31):
 - School officials with a legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school board;
 - Accrediting organizations;
 - To comply with judicial orders or lawfully issued subpoenas;
 - Appropriate officials in cases of health and safety emergencies;
 - Compliance with any State and or Federal law.
 - Outside Officials performing instructional service or functions for which the school would otherwise use employees.

Opelika City Schools intends to provide the requested information upon receipt of an appropriate request in compliance with the conditions set forth in 34

CFR§ 99.31. FERPA also allows schools to provide directory information without parent’s prior consent.

Directory information is information that is not generally considered harmful and which is sometimes necessary to perform certain school related tasks such as play bills, program bills, school pictures, class ring orders, sports rosters, honor rolls, school annuals, advertisements, media coverage (newspaper or radio) school system website, etc. Opelika City Schools considers the following information as directory information: name, address and telephone number, date of birth, official activities, enrollment dates, height and weight for sports purposes, honors received, and photographs.

Parents/guardians may request that their child’s directory information not be disclosed by providing a **written request** to the principal and the public relations coordinator at the address below **within the first ten days of the new school year**.

Becky J. Brown, Public Relations Coordinator
Opelika City Schools
300 Simmons Street
Opelika, AL 36801

Please specify what information is not to be released. Throughout the school year, photos, interviews and videotaping occur throughout the school system for use on the system website, social media and in system publications and press releases. The Opelika City Schools encourages the media to come into the schools to publicize our students’ activities and accomplishments. If you do not give permission for your child to be involved with these publicity efforts, you must notify the public relations coordinator and school principal at the above address of any limitations or restrictions within the first ten days of the new school year.

Opelika City Schools does not provide any information to any individuals or companies for the purposes of marketing.

- If you have questions regarding information on FERPA please contact the assistant superintendent for administration.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA may contact the office that administers FERPA at the address listed below:

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

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our administration of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents;
or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Opelika City Schools values instructional time and only utilizes surveys when the administration believes that the information gained will enhance the education of its students, or as required by grants or other State and Federal law. All surveys are screened and approved through the superintendent's office. Parents will be sent a consent form home to be signed and returned to school before any survey is administered. The consent form will include information about the intended purpose, and subject matter of the survey and who to contact to review the materials prior to the survey being administered. Parents may review any and all materials related to the survey prior to the survey being administered. Parents may choose not to have their child participate by not returning a signed consent form back to school. Opelika City Schools does not provide student information to marketing and or/sales persons not related to normal school activities such as school pictures, class rings, school yearbooks etc.

If you have questions regarding information on PPRA please contact the assistant superintendent for administration at 745-9700. If you have questions regarding any survey itself, please contact the assistant superintendent for instruction at 745-9700.

Parents who believe their rights have been violated may file a complaint with:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5901

USE OF THE INTERNET AND OTHER INSTRUCTIONAL TECHNOLOGY

The Internet and other instructional technology programs are a part of the information and research services offered to the students of Opelika City Schools in every school and in every grade. This service is designed to provide access to Internet servers, instructional web sites, electronic mail, and other servers within the system providing appropriate instructional software and information.

With this access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. This school system has taken many precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials, which might be found purposely or inadvertently.

Therefore, all students in the Opelika City Schools who use the Internet will be required each school year to sign an Internet Ethical Use Agreement, which will be co-signed by parents or guardians.

As a result of signing this agreement, all students are to be responsible in their use of the internet. It is the responsibility of the parent to monitor any and all off campus internet use.

Revised: July 24, 2018; July 31, 2012; June 22, 2010

Adopted: August 27, 1996

Proper and Ethical Use

- ☐ With this learning tool, students and staff must understand and practice proper and ethical use. All individuals using this system must attend in-service training or receive instructions regarding procedures, ethics and security involving using the Internet.

All student activities involving any media shall reflect positive representation of Opelika City Schools.

Rules and Conditions for Use

- ☐ The transmission of any material in violation of any United States and/or State regulation is prohibited.
- ☐ The transmission of any copyrighted material, threatening or obscene material or material protected by trade secret is prohibited.
- ☐ The use of the Internet for commercial activities, product advertisement, or political lobbying is not allowed.
- ☐ Any unlawful access, including so-called “hacking” and other unlawful activities by minor online are prohibited.

Network Etiquette

- ☐ Be polite. Do not use abusive language in any communication.
- ☐ Do not reveal your personal address or phone numbers of students or colleagues unless approved by those individuals. E-mail addresses are frequently shared and may be used.
- ☐ Do not use the network, in such a way that you would disrupt the use of the network for others.
- ☐ Do not download any malicious files to the network.
- ☐ Electronic mail is not guaranteed to be private. People who manage the e-mail system do have access to all mail. Messages relating to illegal activities may be reported to authorities and may result in the loss of use privileges and or criminal liability.

Controversial Material

- ☐ Users may encounter material, which is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. It is the user's responsibility not to initiate access to such material. Users who voluntarily access such material may be prohibited from using Internet services.

Consequences for Violation of this Ethical Use Agreement

- ☐ The first violation of the Ethical Use Agreement will be considered a Type I violation of the Student Code of Conduct. A second violation and subsequent violations will be considered Type II violations of the Code of Conduct.

G-Suite (Google Apps for Education) Services

- ☐ As part of its technology program, Opelika City Schools (System) plans to provide students in grades K-12 with a Google Apps for Education account. Google Apps for Education is a free service designed by Google specifically for schools and colleges. It allows students to use Google services in a controlled environment where the System issues and manages accounts and features. This form briefly describes these services and certain responsibilities for using them.

Google Apps for Education Services

Google Apps for Education accounts are free from advertising

Google Apps provide students with a set of digital tools that can help them to complete assignments, store files, and communicate with teachers and fellow students. Students will be able to access their account from nearly any type of Internet-connected device. This will make it easy for students to start a project at school and continue working on it from home, or vice versa. It also allows them to start a project using a computer, but work on it later using another type of device, such as a tablet. Using Google Apps may also reduce the need for students to print their digital work because teachers who choose to use Google Docs with their students will be able to view student work online and even provide them with feedback digitally.

Docs	a word processing, spreadsheet, drawing, and presentation toolset similar to Microsoft Office
Storage	unlimited storage for Google Docs, 25 Mb for other file types*
Calendar	an individual calendar providing the ability to organize schedules, daily activities, and assignments
Sites**	an individual and collaborative website creation tool
Mail**	an individual email account for school use managed by the Opelika City Schools

** Sites and Mail are only issued to high school students. If you wish to opt out of email for your student, please submit a request in writing Stacy Royster at the Board of Education office.

Students will be assigned a unique Google username in the @opelikaschools.org domain and a password that will be used as their login. Students will receive instruction regarding the login process from their teacher.

Responsible Use of Google Apps

Teachers will make every reasonable effort to monitor student use of Google Apps to ensure its use promotes student learning/understanding. Students should support this effort. Parents will need to monitor usage while the student is not on campus.

Students will adhere to the Opelika City Schools Technology Usage Policy. All participants will be respectful in their postings and comments. No cyber-bullying, inappropriate language, personal insults, profanity or spam will be tolerated. No racist, sexist or discriminatory remarks, or threatening comments will be tolerated.

All participants must protect their login and password information.

Access to and use of student Google accounts is considered a privilege. Opelika City Schools reserves the right to access any information stored on a Google Apps for Education tool licensed by Opelika City Schools. Opelika City Schools maintains the right to terminate the access to and use of a student's Google account when there is reason to believe violations of law or district policies have occurred. Any alleged violation will be directed to the building principal and addressed according to the procedures outlined in the student handbook.

Students' accounts will be deleted upon the withdrawal or graduation from Opelika City Schools.

If you have any questions about your student's account, please feel free to reach out to the District Technology Coordinator or your child's teacher.

2022-2023 School Calendar

Teachers (187 Days)

1st Day Tuesday, August 2, 2022
Last Day Friday, May 26, 2023

Students (attend 180 days)

1st Day Monday, August 8, 2022
Last Day Thursday, May 25, 2023 (*Students attend ½ day*)

Holidays

Labor Day Monday, September 5, 2022
Fall Break Mon-Tue, October 10-11, 2022
Veterans Day Friday, November 11, 2022
Thanksgiving Wed-Fri, November 23-25, 2022
Christmas December 19, 2022 – January 2, 2023
Students attend ½ day on Friday, Dec. 16, 2022
MLK Monday, January 16, 2023
President's Day Monday, February 20, 2023
Spring Break Monday – Friday, March 20-24, 2023
April Break Friday-Monday, April 7 & 10, 2023

Teacher Work/Professional Days ** ***Students do not attend***

Pre-planning Tue-Friday; August 2 – 5, 2022
Meet your Teacher Day Friday, August 5, 2022 (**Grades K-5 only**)
Work/Prof Day Wednesday, October 12, 2022
Work/Prof Day Monday, January 3, 2023
Work/Prof Day Friday, May 26, 2023

** 5 of the 7 teacher workdays must be used for Professional Development

Graduation Friday, May 26, 2023

Inclement Weather Days Feb 20, 2023 April 7, 2023



Quarter Dates

End of 1st Quarter – 44 days Friday, October 7, 2022
End of 2nd Quarter – 43 days Friday, December 16, 2022
1st Term 87 days

End of 3rd Quarter – 47 days Monday, March 13, 2023
End of 4th Quarter – 46 days Thursday, May 25, 2023
2nd Term 93 days
Total 180

Report Card Distribution Dates

Monday, October 17, 2022
Thursday, January 5, 2023

Friday, March 17, 2023
Thursday, May 25, 2023 Elementary
Friday, June 2, 2023 Secondary Mailed