

**ONEONTA CITY SCHOOLS  
2021-2022**

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

**Central Office Staff**

**Office Phone Number**

Daniel Smith, Superintendent	205-543-1515
Mrs. Karen Teal, Secretary	205-543-1515
Mrs. Heidi Chambers, Technology Coordinator	205-543-1515
Mrs. Katie Bryant/Mrs. Kathy Loggins, CSFO	205-543-1515
Mrs. Tammy McMinn, Assistant Superintendent	205-543-1515
Mr. Craig Sosebee, Assistant Superintendent	205-543-1515
Mrs. Sharon Reeves, Technology Assistant	205-543-1515

**City Board of Education**

**Home Phone Numbers**

Mr. Don Maples, President	205-625-4769
Mr. Patrick Adams, Vice President	205-446-3052
Mr. Ricky Hicks	205-274-2359
Mrs. Sharon Breaseale	205-446-1973
Mr. Matthew Taylor	205-559-2510

If you have questions about the information included in this handbook or any other aspect of the program at Oneonta Elementary School, please call the school office 205-543-1515. Please remember that we want to provide the best possible educational program for our students. With your help and assistance, we can achieve that goal.

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

**Fax: (205) 536-7856  
Phone: (205) 536-7756  
<http://www.oneontacityschools.com>**

**Office Staff**

**Phone Number**

Mrs. Julie Talton, Principal	205-536-7756
Mr. Michael Vise, Assistant Principal	205-536-7756
Mrs. Robin Bynum, Secretary	205-536-7756
Mrs. Jennifer Horton, Bookkeeper	205-536-7756

**Departments**

Elementary Library, Elyssa Smith	205-536-7756
Elementary K-5 Counselor, Amanda Wood	205-536-7756
Lunchroom, Terrie Coggins	205-543-1547
Nurse, Tawanna Clark and Cordell Webb	205-536-7831
Transportation, Craig Sosebee	205-545-5913

## TABLE OF CONTENTS

### INTRODUCTION

Contact Information	1,2
Table of Contents	3,4
Oneonta Elementary School Faculty	5
Mission, Vision and Belief Statements	6
Legal Notice	7
Purpose of Student Handbook	7

### SECTION I – GENERAL INFORMATION

2021-22 School Calendar	8
School Day	9
Visitors	9
Use of Office	9
Parent/Teacher Conferences	9
Traffic and Parking	10
Accidents	10
Care of School	10
Personal Possessions	11
School Parties	11
Balloons and Flowers	11
Invitations	11
Animals at School	11
P.T.O	11
Parental Involvement Policy	12
Fire Drill Procedures	13
Emergency Evacuation	13
Inclement Weather	13
Severe Weather Procedures/Emergency Procedures/School Alert System	13-14

### SECTION II: ACADEMIC INFORMATION & GRADING

Grading System	15
Promotion Criteria	15
Report Cards, Progress Reports, INOW and Homework	16
National Elementary Honor Society	16

### SECTION III: ENROLLMENT AND REGISTRATION

Proof of Residence	17
Non-Resident Students	17

### SECTION IV: ONEONTA ELEMENTARY SCHOOL STUDENT POLICIES

Student Conduct	18
Class I Violations	18
Class I Disciplinary Actions	19
Class II Violations	19

Class II Disciplinary Actions	20
Class III Violations	20-21
Class III Disciplinary Actions	21
iPods/Cameras/Video Recorders/Tablets/ Electronic Devices/Gaming Systems	22
Cell Phones or Electronic Communication Devices	22
Formal Disciplinary Actions and Procedures	22-23
Expulsion	23
Early Morning Detention	23
Student Suspension	23
In-School Suspension	23
Seclusion and Restraint	24
Discrimination/Sexual Harassment	24
Complaints and Grievances	25
School Attendance	25-27
School Attendance/Unexcused Absences	27
School Tardies	27
Check-Ins and Check Outs	27
Dress Code	28-29

#### SECTION V: STUDENT SERVICES

Transportation	30-31
Guidance Counselor	31
Media Center	31
Gifted Program	31
Textbooks	32
Student Lockers (Grades 4-5)	32
Lost and Found	32
Cafeteria	32
Nurses' Office	34
Sickness	34
Head Lice	34
Medication Administration Procedures	34
Medications	34-35
Over-the-Counter Medication	35
Prescription Medications	35

#### SECTION VI: STUDENT ACTIVITIES

Field Trips	36
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#### SECTION VII: FORMS AND NOTIFICATIONS TO PARENTS

Notifications to Parents.	37
Unsafe School Choice Option	38
Parent(s) Right to Know Teacher Qualifications	39
Internet Usage and Equipment Agreement	40-43
Annual AHERA Notification	44

## 2021-2022 OES Faculty and Staff

**Julie Talton.....Principal**  
**Michael Vise.....Assistant Principal**

### **Kindergarten Teachers**

Beverly Anderson  
Rosemary Atkinson  
Ashley Clift  
Brooke Cornelius  
Kara Green  
Hannah Tracy

### **Third Grade Teachers**

Devin Moseley  
Heather Owens  
Catey Presley  
Amberlyn Scott  
Jennifer Woods

### **Special Education Staff**

Lauren Champion  
Liz Miller  
Amanda Phelps  
Sarah Whitley

### **Gifted Specialist**

Carysn Gilliland

### **Intervention Teacher**

Hannah Maze

### **Intervention Teachers (Part Time)**

Nancy Barnett  
Sharon Blackwood  
Cheryl Phillips

### **Physical Education**

Austin Owens  
J.D. Whited

### **First Grade Teachers**

Taylor Claburn  
Baylee Johnson  
Angie Hogeland  
Autumn Hyde  
Jill Mintz  
Emily Siler

### **Fourth Grade Teachers**

Ramona Brewer  
Mallory Lamb  
Becky O'Toole  
Vanna Thomas

### **Media Specialist**

Elyssa Smith

### **Counselor**

Amanda Wood

### **Title I Teacher**

Kellie Dailey

### **Technology Teacher**

Sandy McElvey

### **Office Staff**

Robin Bynum  
Jennifer Horton

### **Aides**

Randi Abernathy  
Jonathan Butler  
Alicia Glenn  
Amanda Tidmore  
Lynn Walden

### **Second Grade Teachers**

Carol Kenyon  
Kelly Moon  
Janna NeSmith  
Tracey Payton  
Anna Marie Rainwater  
Tricia Watson

### **Fifth Grade Teachers**

Julie Endress  
Kalle Killough  
Jana Hollingsworth  
Anna Price

### **Music/Drama**

Sara Towns

### **Instructional Coach**

Brenda Nash

### **ESL Teacher**

Beatrice Vargas Reyes

### **System Translator**

Adriana Espinoza

### **School Nurses**

Tawanna Clark  
Cordell Webb

Dear Oneonta Elementary School Parents and Students,

On behalf of the faculty and staff at Oneonta Elementary School, it is my pleasure to welcome you to another great year! During this school year, we will continue to focus on the vision and mission of our school system. In doing that, the staff at OES is dedicated to provide your child with a safe and nurturing environment, high quality instruction, and the opportunity to be fully engaged in their learning. As partners, we share the responsibility of your child's success and we want to assure you that we are committed to providing him or her with the best education possible. We ask that you assist us in supporting your child's learning by ensuring your child attends school daily, arrives on time and is ready to learn, reads daily to develop a love of reading and to improve literacy skills, completes all assignments and extra practice given by teachers, and knows that you expect success. I encourage you to be actively involved in your child's education and hope your child will share exciting school experiences with you each day. We are looking forward to a great year of working together to ensure the success of our students.

Julie Talton  
Principal, Oneonta Elementary School

## **MISSION AND VISION STATEMENT:**

### **Mission Statement**

**“Committed to Excellence” for our students and community**

### **Vision**

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

### **Beliefs:**

*Oneonta City Schools' students, faculty, and staff believe that:*

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

## WELCOME

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

Parents are encouraged to schedule visits to the school. Open communication between parents and the school is desirable and will result in a better education for our children. **If you would like to set up a conference with your child's teacher, please call the office and leave a message with the school secretary. She will relay the message to your child's teacher and the teacher will call you back to set up a conference.** We encourage you to conference with your child's teacher throughout the year as needed. **For safety purposes, all visitors must present a valid photo ID that will be checked through our Raptor Visitor Management System by our school secretary upon entering the school. A visitor's badge will be administered that will include your name and the area that you will be visiting.**

## LEGAL NOTICE

It is the policy of Oneonta Elementary School that no person shall be denied employment, be excluded from participation in, be denied the benefits of, or be subject to discrimination in any program or activity on the basis of sex, race, religion, national origin, ethnic group, disability, or age. Inquiries or complaints regarding compliance with Federal Regulation may be directed to Keith Bender, Title IX, Section 504, and Title VI Coordinator, Oneonta City School System, 27605 State Highway 75, Oneonta, Alabama, 35121; phone (205) 625-4106.

## PURPOSE OF THE STUDENT HANDBOOK

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

# Oneonta City Schools – REVISED 2021-2022 Calendar

Board Approved April 26, 2021

2 – Central Office Closed

5 – Independence Day  
Holiday Observed

9 – Central Office Closed

16 – Central Office Closed

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

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

3 – Holiday

4 – Teacher Work Day

5 – First Day of 2<sup>nd</sup> Semester

17 – MLK Day Holiday

2-9 – Teacher Work Days

10 – First Day of School

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

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

18 – Student/Teacher Holiday

21 – Presidents' Day Holiday

6 – Labor Day

20 – Remote Learning

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

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

7 – Remote Learning

21-25 – Spring Break Holiday

8 – End of 1<sup>st</sup> 9 Weeks

11-12 – Fall Break

25 – Remote Learning

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

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

15 – Good Friday Holiday

29 – Remote Learning

11-12 – Veterans Day Holiday

24-26 – Thanksgiving Holidays

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

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

26 – Last Day of 2<sup>nd</sup> Semester  
Early Release

27 – Teacher Work Day  
Graduation

30 – Memorial's Day Holiday

17 – Early Release  
End of 1<sup>st</sup> Semester

20-31 – Christmas Holidays

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

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

10 – Central Office Closed  
17 – Central Office Closed  
24 – Central Office Closed



## **SCHOOL DAY**

The school day begins when a student gets on a school bus or arrives on school grounds. Students **should not arrive at school before 7:10 a.m.** Breakfast will be served at 7:25 in their classroom for those students who would like to eat breakfast at school.

**First Bell- 7:40 a.m.**

**Tardy Bell- 7:45 a.m.**

- **If you are late, you must enter the school with your child and check them in at the elementary office.**
- **Dismissal- 2:45 p.m.**
- **Students should be picked up from school on time.**
- **You must send a note to your child's teacher if there is a pickup change. Please do not call the school for pick-up changes unless it is an emergency. Changes will not be made to transportation after 2:00 p.m.**

## **VISITORS TO SCHOOL**

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

Parents should not go into the classroom areas unless they have signed in at the office and made prior arrangements with the teacher to be there for a conference or as a volunteer.

The rules for visitors are for safety reasons and are not intended to keep anyone from the school. Controlled access to the elementary school is to protect the students and to prevent class disruption. Your cooperation is appreciated. **Please note, at times, OES reserves the right to restrict visitors inside the school building.**

## **PARENT/TEACHER CONFERENCES**

Communication between parents and their child's teacher is encouraged in order to improve each student's education. Conferences may be scheduled by calling the elementary office at 536-7756 or by emailing the teacher directly. Leave a message with the school secretary, she will give the teacher the message, and the teacher will return your telephone call to set up a conference. Conferences will only be scheduled at a time when teachers are without students. **Please don't interrupt classes or visit rooms during instructional times, before school, or after school without a scheduled conference.**

## **USE OF OFFICE**

The school office is a message center for over 650 students. Phone calls and messages will be taken for students **only in emergency situations.** Any type of class disruptions such as the delivery of a message is discouraged. Make after school arrangements with your child before they come to school. Students **may not use the telephone in the office** unless given permission by the child's teacher, school nurse, or administrator.

## **TRAFFIC AND PARKING**

Please read and follow all communications that students bring home about parking and traffic.

**Parking in front of the elementary building is reserved for faculty and staff. Please do not block teachers' cars or park between car lanes.** Visitors may park in the designated area between the high school and the elementary building. If you enter on the elementary end of the building, make the loop and the parking spaces are located on the left before you get to teacher/staff parking.

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

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

### **AFTERNOON CAR RIDER STANDARDS:**

- Students must sit in single file lines, if outside.
- Students should not take any items out of their backpacks.
- Students should be seated on the ground with their class.
- Students should keep their hands/feet to themselves.

If the standards listed above are not followed a conference will be held between the child's parents and the Principal.

## **ACCIDENTS**

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

## **CARE OF SCHOOL FACILITIES**

Oneonta City Schools has an outstanding physical facility. Our Board of Education is committed to continually upgrading our facility as budgets allow. Students should take great pride in our building

by not marking on desks, tables, walls, etc. **Students, who mark, deface, or damage school property will be expected to pay for the damage in addition to facing disciplinary action. No announcements, posters, or bulletins of any kind should be taped or tacked on walls, lockers, or doors without the permission of the principal. NO GUM should be chewed in the building.**

### **PERSONAL POSSESSIONS**

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

### **SCHOOL PARTIES**

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

### **BALLOONS AND FLOWERS**

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

### **INVITATIONS**

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

### **ANIMALS AT SCHOOL**

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

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

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

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

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

## **PARENTAL INVOLVEMENT POLICY**

- Provide information at the first PTO meeting of the school year and at Open House for parents, students, and faculty to be informed of the school's Parental Involvement Policy and explain the rights of the parent to be involved.
- Offer flexible meeting times; ex. before school, teacher's plan time, or after school.
- Involve parents in an organized, ongoing and timely way, in planning review and improvement of programs, including this school parental involvement policy by offering them a place on selected committees within the school and PTO.
- Provide parent of participating children timely information about programs under Title I.
- A description and explanation of the curriculum in use at the school and the ways their child's progress is assessed, along with goals the child is expected to meet.
- If requested by parents, regular meetings to discuss decisions relating to the education of their child or children and opportunities for the school to respond to reasonable suggestions as soon as practically possible.
- Give parents of participating children an opportunity to submit any comment regarding the improvement of the school through needs assessment surveys.
- Provide parent with information concerning the state's academic content and achievement and attainment of the state's high standards.
- Provide parents with information concerning the achievement standards, assessment and requirements and how to monitor a child's progress so educators can encourage children in the areas where they are weak.
- Provide material and training to help parents work with their children to improve their child or children's achievement.
- Educate all school personnel and staff in the value and use of contributions of parents and how to reach out to, communicate and work with parents as partners to build ties between the parents and school.
- To coordinate and integrate parent involvement programs and activities with community programs such as: Head Start, public pre-school and other programs. Provide a parent resource center to encourage and support parents.
- Ensure that information related to the school and parent programs, meetings and other activities are sent to parents in a format that the parent can understand.
- Provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities and parents of migratory children.
- Provide other reasonable support for parental involvement activities as parents may request.

## **FIRE DRILL PROCEDURES**

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

## **EMERGENCY EVACUATION**

In the event of an emergency that prevents students from re-entering the building, the student pick-up location will be the Blount County-Oneonta Agri-Business Center Building. Students will be bused to the Agri-Business Center and parents can check out their children there. The student's homeroom teacher will have an emergency checkout form to allow direct student checkout.

## **INCLEMENT WEATHER**

In case of inclement weather, please listen to local radio and check social media sites and email for school information. You should also receive a telephone call/e-mail from the rapid alert system notification. If school must be dismissed early due to bad weather, regular bus routes will be followed unless other information is given by the media. The superintendent will issue notices through the rapid alert system. Please contact the elementary office, 205-536-7756, if assistance is needed with the rapid alert system notification.

## **SEVERE WEATHER PROCEDURES**

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

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

**Heightened Awareness**  
(Get your Attention)

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

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

**Secure Your Area of Responsibility**  
(Classroom, hallway, etc.)

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

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

**Secure Perimeter**  
(On Alert)

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

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

**Lockdown**  
(Immediate threat)

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

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

**HIDE: (Secure and/or Barricade)**  
Lock doors, Lights off, Barricade entry, Quiet, Stay in place.

**RUN: (Informed Escape)**  
Evacuate to safer location, **Remain** with your group, Call 911 when safe, Follow HIDE protocol.

**FIGHT: (Defend and Protect)**  
As a matter of survival engage the intruder with any means necessary.

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

**School Alert/Notification System**

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

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

**Grades are obtained as follows per semester:**

1. **Tests/Assessments: 60%**
2. **Homework/Classwork/Labs: 30%**
3. **Unit Tests/Quarterly Assessments: 10%**

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

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

### **PROMOTION CRITERIA**

#### **Grades 1-3**

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

SUPPORTING DATA MAY INCLUDE:

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

#### **Grades 4-5**

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

- Science
- Social Studies
- Language Arts

SUPPORTING DATA MAY INCLUDE:

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

**The Principal must approve any deviation from the criteria.**

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

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

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

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

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

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

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

## **NATIONAL ELEMENTARY HONOR SOCIETY**

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

Eligibility Requirements:

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

- Scholarship
  - At a minimum, students must have a cumulative GPA of 85 in core classes.
- Responsibility
- Service
- Leadership



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

#### **PROOF OF RESIDENCE**

All students residing in Oneonta school district and entering Oneonta Elementary School, grades K-5, for the first time must bring proof of residence. Proof of residence is a lease, purchase, or rental agreement in parent's or legal guardian's name AND a copy of a utility application or bill at the residence address in the parent's or legal guardian's name.

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

**Students who move out of the Oneonta School district during the school year must notify the school within five (5) school days of the move and request Board permission to complete the year. In addition, at that time, a nonresident tuition fee must be paid. Any process that is intended to circumvent the above mentioned criteria will result in the student not being allowed to attend Oneonta Elementary School.**

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

Non-resident students are those whose parents or legal guardian lives outside the city limits of Oneonta. Returning non-resident students must be in good standing with the school during the past school year, and the non-resident tuition fee must have been paid before the beginning of the school year. Non-resident students will be reviewed each semester. A non-resident student may be placed on probation or may have acceptance revoked for not being in **“good standing” in any of the following areas: academics, behavior, attendance, or lack of parental support/cooperation.** In order for a non-resident student to be in “good standing” academically, he/she must maintain a minimum average of 75 (Grades 1-3) and 70 (Grades 4-5) in each core curriculum class (English, Math, Reading, Science and Social Studies). Students in Kindergarten must successfully meet 75% of grade level standards. Non-resident students are not provided daily bus transportation to and from school.

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

### **STUDENT CONDUCT**

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

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

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

### **CLASS 1 VIOLATIONS:**

Class 1 offenses are subject to local offenses.

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

## **CLASS 1 DISCIPLINARY ACTIONS:**

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

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

Class 1 violations may warrant police contact.

## **CLASS 2 VIOLATIONS**

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

## CLASS 2 DISCIPLINARY ACTIONS:

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

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

Class 2 violations may warrant police contact.

## CLASS 3 VIOLATIONS

3.01 Due to the Federal Gun-Free Schools Act of 1994 and an Act of the Alabama Legislature 1995:

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

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

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

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

**CLASS 3 DISCIPLINARY ACTIONS:**

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

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

Class 3 violations may warrant police contact.

**Students will not bring any:**

- **IPODS/CAMERAS/VIDEO RECORDERS/IPADS (Tablets)/ ELECTRONIC DEVICES/GAMING SYSTEMS**

Students are not allowed to have the following: iPods, cameras, video recorders, iPads/tablets or other electronic devices at school. The principal or assistant principal may at times give permission to students to bring such items, but arrangements must be made prior to the student bringing the device to school.

- 1<sup>st</sup> offense – Morning Detention and the device will be taken up and returned at the end of the school day.
- 2<sup>nd</sup> offense – In-school suspension
- 3<sup>rd</sup> offense – Out-of-school suspension

\*On the second and subsequent occurrences, the parent must come to the school and pick up the item.

- **CELL PHONES, SMART WATCHES OR ELECTRONIC COMMUNICATION DEVICES**

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

- 1<sup>st</sup> offense – Morning Detention and the phone will be taken up and returned at the end of the school day.
- 2<sup>nd</sup> offense – In-School Suspension
- 3<sup>rd</sup> offense- 2 Days of In-School Suspension and loss of device privileges for remainder of year.

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

**ALABAMA STATE DEPARTMENT OF EDUCATION POLICY**

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

**Student Policy**

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

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

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

## **FORMAL DISCIPLINARY ACTIONS AND PROCEDURES**

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

- **EXPULSION** – Expulsion is defined as the removal of a student from a school for violation of school rules or regulations for a period of time prescribed by the Board of Education relating to Due Process. The principal has the responsibility to recommend student expulsion to the Superintendent for Board action.
- **EARLY MORNING DETENTION**- Early morning detention will be held in the in-school suspension room from 7:00 AM to 7:39 AM. Detention will be assigned by school administrators for , but not limited to, the following behaviors: tardies, chronic behavior problems, etc. Detention will be assigned as soon as possible after the incident. Failure to report on the second day will result in automatic in-school suspension. The maximum number of early morning detentions allowed is five (5) per semester. Any subsequent infractions will mean automatic in-school suspension.
- **STUDENT SUSPENSION** – Out of school suspension will be the decision of the principal/assistant principal. Teachers are not to give makeup assignments or tests to students who are suspended from school. The student will receive a zero for all assignments or tests missed while on suspension. Suspended students are not to be on school grounds or attend/participate in any school function while being suspended. Suspension starts at 2:45 P.M. the day the suspension notice is written. A parent conference must be held before the student will be allowed to return to class.
- **IN SCHOOL SUSPENSION** – There may be times when In-School Suspension is assigned to a student. This is left up to the discretion of the administrator. The classroom teacher will assign work to be completed during the time served. The in-school suspension teacher will be responsible to check and make sure the assignments are being completed. The work is to be turned into the classroom teacher. If the tasks are not completed, an additional day will be assigned.

The maximum number of in-school suspension days allowed per semester is eight (8). On the ninth (9<sup>th</sup>) day, the student will be given three (3) days of out-of-school suspension. Prior to re-admittance to school, the parents must meet with the school officials.

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

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

## **SECLUSION AND RESTRAINT**

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

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

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

## **BULLYING/DISCRIMINATION/SEXUAL HARRASSMENT**

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

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

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



## **COMPLAINTS AND GRIEVANCES**

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

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

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

## **SCHOOL ATTENDANCE**

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

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

The attendance policy is as follows:

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

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

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

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

2. After an absence, the student will bring his/her written excuse to the high school office. The excuse must include the student's full name, date of absence, excused reason for absence PER THE GUIDELINES LISTED IN ITEM ONE, parent/guardian signature, and date excuse was written.
3. If a student does not turn in a written excuse within **three (3) school days of his/her return to school**, the absence is considered unexcused.
4. A student is allowed a total of four (4) EXCUSED absences per semester with parent notes (SEE GUIDELINES LISTED IN ITEM ONE), **THIS INCLUDES CHECKOUTS**. Each absence equals one parent note. (Example: three consecutive absences equal three parent notes.) Each day absent equals one note. Only a medical statement signed by a licensed physician or by a parent/guardian conference may excuse any absence in excess of four consecutive (4) days.
5. A medical excuse shall be void after its original use.
6. Calls will be made daily for attendance.
7. Teachers will give make-up work or tests for EXCUSED ABSENCES. Make-up work will be scheduled at the discretion of each teacher. Students will receive a 0 (zero) in INow for any tests, assignments or projects for all unexcused absences.
8. **Once a student uses four parent notes per semester, a physician's excuse must be provided for additional absences to be excused, or the absence will be unexcused.**
9. Students are responsible for obtaining and completing all assignments PRIOR to an absence due to school sponsored athletics, extra-curricular activities or field trips. Other extended absences will be handled on an individual basis.
10. A student is considered truant if the parent/guardian believes the student is in school and he/she is not.
11. Students must be in attendance  $\frac{1}{2}$  (11:15 a.m.) of the instructional day to be counted present. Students must be in attendance at least  $\frac{1}{2}$  of the instructional day to participate in any extra-curricular activity on that day or evening. This includes practices. Exemptions will be granted by the principal.
12. Any student with more than ten (10) unexcused absences to school or class per semester will be subject to course credit review. A parent conference must be held with the principal, counselor, and teacher to discuss the student's absenteeism in relation to awarding course credit and participation in extracurricular activities and/or field trips.

## **SCHOOL ATTENDANCE – UNEXCUSED ABSENCES**

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

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

## **SCHOOL TARDIES**

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

The following procedure will be used in dealing with tardiness:

1. A student will be allowed three (3) tardies per semester.
2. Any additional tardies must be for doctor/dental appointments with verification brought in with the student
3. When a student has received his/her 4<sup>th</sup> and 5<sup>th</sup> tardy- The student will be assigned morning detention for each occurrence.
4. When a student has received his 6<sup>th</sup> tardy- The student will be assigned two days of morning detention.
5. On the seventh (7<sup>th</sup>) tardy- The student will be assigned 1 day of in-school suspension.
6. On the eighth (8<sup>th</sup>) and subsequent tardies- The student will be assigned 2 days of in-school suspension.

## **CHECK INS AND CHECK OUTS**

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

**WHEN IT BECOMES NECESSARY FOR A STUDENT TO CHECK OUT OF SCHOOL FOR ANY REASON, A PARENT OR DESIGNATED ADULT (\*) WHO IS LISTED ON THE STUDENT'S CHECK-OUT FORM MUST COME TO THE SCHOOL AND SIGN A STUDENT OUT, THUS ASSUMING RESPONSIBILITY FOR THAT STUDENT. WHEN THERE IS PRIOR KNOWLEDGE THAT A STUDENT MUST LEAVE SCHOOL, A PARENT/DESIGNATED ADULT MAY SIGN A STUDENT OUT IN ADVANCE.**

Once permission to checkout is granted, students may not remain on school property or attend school sponsored events through 2:45 pm that day. This includes pageants, musicals, field day, etc. **Students must bring a note explaining the reason for their absence to the office.**

Students may not check out of school beyond 2:15 p.m.

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

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

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

## **DRESS CODE**

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

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

1. Clothing or jewelry which advertise alcohol, drugs, or promotes violence, or with writing, pictures, or patches which advertise alcohol, drugs, or violence, which are vulgar, or in poor taste **will not be allowed.**
2. Shoes will be worn at all times. No house shoes, cleated shoes, or skate shoes are allowed.
3. Students will not wear any type of head coverings in the school except on special occasions with the principal's permission.
4. Students will not wear sunglasses inside the building except with the principal's permission.
5. Jeans, pants, shorts, or shirts with holes above the knee or writing across the seat **will not be allowed.**
6. Sagging is inappropriate for school dress. Pants or shorts should fit, or be belted, so that they do not fall excessively low, or require constant attention to keep pulled up. Underwear will not be visible. Pants should not limit physical activity. Items hanging from pants, shorts, and/or pockets will not be allowed (ex. Bandanas, towels, head wraps, etc.).
7. Students will not wear pajamas in the school except on special occasions with the principal's permission.
8. Shirts and blouses must exceed the pants and skirts AT ALL TIMES. Shirts/blouses WILL NOT REVEAL CLEAVAGE OR MIDRIFTS when the student is seated, leans forward or when the student raises his or her arms. Teachers will check for dress code compliance each day.
9. No jewelry or chains will be worn that could cause an injury to another student.
10. Halters, tank tops, backless tops, spaghetti strap tops, off-the-shoulder tops, see-through shirts and blouses, or any other clothing determined to be too revealing, suggestive, disruptive, or in poor taste will not be worn at school.

11. Spandex pants, leggings, leotards, etc. may be worn only when the top, dress or skirt worn with them is of an appropriate length. They may not be worn under short tops, short skirts or shorts of an inappropriate length (ex. workout shorts, running shorts, and etc.). Parents/Students should use good judgment.

A suggested rule of thumb to follow: If there is a question as to the appropriateness, get approval first.

**The following disciplinary procedures will apply to any student violating the dress code.**

1. 1<sup>st</sup> violation: The student will have a change of clothing brought to them or they may stay in in-school suspension that day.
2. 2<sup>nd</sup> violation – Student will be assigned one (1) day of early morning detention
3. 3<sup>rd</sup> and subsequent violations – Student will be assigned (1) day of in-school suspension.

## **SECTION V: STUDENT SERVICES**

### **TRANSPORTATION RULES AND REGULATIONS**

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

Students may be removed from the bus for inappropriate behavior. Behavior problems are reported to parent(s) and or guardian(s) by the transportation supervisor or the school principal. If a student commits an offense that warrants suspension while on the bus he/she could be suspended from school and the bus.

The following rules have been adopted to make school bus transportation as safe as possible. Repeated violations of transportation rules and regulations by students may result in suspension of transportation privileges by the transportation supervisor. Parents may then be required to furnish their child's transportation. Students are subject to their school's student code of conduct while riding the buses.

1. Be at the designated place both morning and afternoon ready to board the bus at the scheduled time. Students will refrain from leaving or boarding the bus at locations other than the assigned stops at home or school. Students will not be permitted to leave the bus and go into stores on route to and from school. Students should only leave the bus with the consent of the driver.
2. Students will not ride buses on trips other than regular runs without filing permits with the Principal authorized by the parents or guardians for such trips.
3. Do not stand in the roadway while waiting for the bus. Students should not "play" or conduct any form of "horseplay" while waiting for the bus.
4. Wait until the bus has come to a complete stop before attempting to get on or off. Wait in a line so that no one will be injured.
5. Enter or leave the bus only at the front door, except in the case of an emergency.
6. Refrain from loud talking or behavior, which may divert the driver's attention.
7. Tobacco, electronic cigarettes, alcohol, drugs or any other controlled substances are prohibited on school property.
8. Students will refrain from eating and drinking on the bus. Do not bring bottles on the bus.
9. Students will not carry weapons, hazardous materials, nuisance items or animals on the bus.
10. Students will refrain from extending head, arms, or objects out of the bus windows. Do not throw anything out of the bus windows.
11. The vandalism or damage of any form of bus property will not be allowed. Consequences will include disciplinary action as determined by administration and will include reimbursement to the school for the cost of the repair.
12. Keep aisles of the bus unobstructed at all times.
13. Remain in your seat while the bus is in motion.
14. Leave no books, lunches, etc. on buses.
15. Students will refrain from hitching rides via the rear bumper or other parts of the bus.
16. Students will respect the rights and safety of others and help with the comfort and safety of others and help with the comfort and safety of smaller students.
17. In case of a road emergency, remain in the bus or follow the driver's instructions.

18. While exiting the bus, make certain that the bus has come to a complete stop, the door is still open, and the stop signal is extended.
19. Cross in front of the bus and proceed across the roadway upon a signal from the driver.
20. Students are subject to their school's student code of conduct while riding the buses.

**Consequences for not following the rules:**

- **1<sup>st</sup> Violation- Counseling and bus probation**
- **2<sup>nd</sup> Violation- 1 day off the bus**
- **3<sup>rd</sup> Violation- 3 days off the bus**
- **4<sup>th</sup> Violation- 1 week off the bus**
- **5<sup>th</sup> and subsequent violations will result in long-term suspensions at the principal's discretion.**
- **NOTE: Special circumstances may warrant school disciplinary action.**

**GUIDANCE COUNSELOR**

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

**MEDIA CENTER**

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

**GIFTED PROGRAM**

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

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

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria.

To make a referral, contact our gifted specialist at 205-536-7756.

## **TEXTBOOKS**

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

**STUDENT LOCKERS (Grade- 4 and 5)** Lockers should be kept neat, orderly, and locked at all times. They are provided for the convenience of students and the office will collect a locker donation of \$10.00. No other payment will be required unless the lock or locker is damaged during the year. The locker should be cared for in the same manner as all school property. Do not place any note, sign, or sticker on the outside of the locker. Students should report immediately all malfunctions or problems concerning lockers to the elementary school office. Lockers are issued to students on a yearly basis from the school. Lockers should always be locked when not in use. A fee of \$1.00 will be charged each time administration is required to open a locker that has been jammed. Do not leave money or valuables in your locker. The school will not be responsible for items stolen from your locker. **The school reserves the right to enter any locker whenever necessary.**

## **LOST AND FOUND**

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

## **CAFETERIA**

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

It is our desire that lunch period will be an enjoyable time for everyone. So that each student will know his/her responsibility, the following rules are important:

1. Lunchroom tables will be assigned at the beginning of the school year.
2. Students should move through the lunch line without wasting time. Movement should be orderly at all times.
3. Students should have money ready before reaching the cashier.
4. **If money is sent to school for lunch it should be in an envelope with your child's name and lunch number printed on the outside of the envelope.**
5. Lunchroom charges should never exceed \$10 and must be paid in full by the end of the school year.
6. No bottled or canned carbonated drinks are permitted in the school cafeteria.
7. Student should carry all trash from his/her assigned table to the trash receptacle, leaving tables and floors clean for the next students who will use the area.



8. Leave the cafeteria only with permission from supervising teacher. All students will come to the cafeteria during lunch, whether eating or not.
9. Food or drinks should not be carried out of the cafeteria.
10. **Fast food restaurant items, products, etc., may not be brought into the cafeteria. Only a lunch prepared and brought from home will be allowed.**

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

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

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

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

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

Meals for the 2021-2022 school year will be provided free of charge. This does not include extra items, such as ice cream, water bottles or second entrees. The cost for a visitor's lunch is \$4.00.

## **NURSES' OFFICE**

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

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

**Strep Throat:** Students must remain out of school for 24 hours, having taken at least 2 doses of antibiotics and remain fever free for 24 hours without medication before returning to school.

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

## **Medication Administration Procedures**

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

## **MEDICATIONS:**

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

- All medication (prescription or non-prescription) to be given at school requires written authorization of the parent and/or guardian. **Medication consent forms are available from the school or may be found on the [www.oneontacityschools.com](http://www.oneontacityschools.com) website. Each authorization form is valid for only the current school year.** A new form is required for each medication given and each change in medication. Medications brought to the school without a signed authorization form **will not be accepted** until the form is received.
- Only medication brought to the nurse's office by the parents/guardians can be given. Students are not allowed to keep any medication with them unless approved by nursing staff.
- **A child should never be given the responsibility of bringing medication to school.**
- The registered nurse will determine if non-prescription medications are appropriate and whether a physician order is also necessary.

- On the last day of school, parents are responsible for picking up any remaining prescription or non-prescription medication. The school nurse will discard remaining medications in a manner consistent with federal guidelines.
- The school nurse will refuse to administer medication when there is any discrepancy, i.e. label is different from instructions, label is unclear, or label is torn. This medication will not be given until clarification is obtained.
- ASN (the National Association of School Nurses) “believes school district policies should not permit a school nurse or other staff to administer any product that could be considered a drug, including "natural remedies," herbs, vitamins, dietary supplements, homeopathic medicines, or medications from other countries, without
  1. a written order from a health care provider authorized to prescribe in that state,
  2. identification of the condition for which the product is being used,
  3. a written request from the parent/guardian,
  4. verification that the product and requested dosage are safe for the student (considering age, body weight, and condition), and
  5. Reasonable information about therapeutic and untoward effects and interactions.”

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

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

A Parent/Guardian Authorization for non-prescription medications is valid for 2 weeks only. After the two-week period is over, the parent/guardian must pick up the medication. In order for the non-prescription medication to be valid for the entire school year, a physician/prescriber must sign the medication authorization form. If the medication is not picked up within two weeks after the parent/prescriber authorization expires, the medication will be discarded per federal guidelines.

### **PRESCRIPTION MEDICATIONS**

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

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

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

## SECTION VI: STUDENT ACTIVITIES

### FIELD TRIPS

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

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

## SECTION VII: IMPORTANT NOTIFICATIONS TO PARENTS

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

- S.70 (Act 94-820) – make provisions for the suspension of driver’s licenses for persons under the age of 19 who are convicted of the possession of a pistol on school premises.
- S.71 (Act 94-782) – requires local boards of education to develop and distribute school behavior policies to parents.
- S.72 (Act 94-817) - provides for Class C felony charge against certain persons in possession of a weapon while on the premises of a public school.
- S.73 (Act 94-819) – makes parents liable for damages to school property caused by children less than 18 years of age.
- S.74 (Act 94-783) – subjects a person who unlawfully sells, furnishes, or gives a controlled substance to a minor to certain civil liability.
- S.75 (Act 94-787) – requires local boards of education to establish disciplinary school programs for disruptive students.
- S77 (Act 94-784) – amends Section 16-1.24.1, Code of Alabama 1975, to provide for further discipline in the schools and the establishment of school discipline plans.
- S.78 (Act 94-793) - amends Section 16-1.14, Code of Alabama 1975, to require local boards of education to promulgate rules and regulations concerning behavior discipline.
- S.79 (Act 94-794) – amends Section 13A-6-21, Code of Alabama 1975, to make it a felony to assault teachers or employees of public education institutions or peace officers.
  
- In accordance with the No Child Left Behind Act of 2001 and the National Defense Authorization Act for fiscal year 2002, military recruiters are entitled to receive the name address and telephone listing of juniors and seniors in high school. Providing this information is consistent with the Family Educational Rights and Privacy Act, which protect the privacy of student education records. Student directory information will be used specifically for armed services recruiting purposes and for informing young people of scholarship opportunities. If a parent opts out of providing directory information to third parties, the opt-out relating to name, address, or telephone number applies to requests from military recruiters as well.
  
- The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. This law applies to all schools that received funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students”. Questions regarding FERPA, should be directed to Mr. Craig Sosebee at 205-543-1515.

- **UNSAFE SCHOOL CHOICE OPTION**

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

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

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

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

To: Title I Parents

From: Oneonta City Schools

Date: August 1, 2021

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

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

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

## **ONEONTA CITY SCHOOLS INTERNET USAGE AND EQUIPMENT AGREEMENT**

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

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

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

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

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

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

**2. Privileges and Expectations of Users.** The use of equipment, the OCS network and the Internet is a privilege, not a right, and unauthorized, abusive or inappropriate use may result in restriction or cancellation of those privileges. Users are expected to take proper care of technology equipment and resources. If a student damages the technology equipment provided to them, they will be responsible for paying to have the device repaired or replaced. Users of the network will not use their account to obtain, post, view, download or otherwise gain access to potentially objectionable



materials such as any defamatory, inaccurate, abusive, violent, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material. Such conduct would include, but is not limited to, placing unlawful information on or through the schools' computer network, accessing another person's files or e-mail, and using obscene, abusive, or otherwise objectionable language or images in either public or private files or messages. Users of OCS technology resources must be aware that OCS cannot assume any liability arising out of the illegal or inappropriate use of technology resources.

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

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

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

**4. Network and E-Mail Guidelines.** OCS network and Internet users are expected to abide by the generally accepted rules of network etiquette and are expected to act in a considerate and responsible manner. The following infractions are not permitted on any OCS computer, computer

network, personal device accessing the OCS network, the Internet or any technology resource. This list is not all-inclusive; discretion should be used at all times.

- a. Sending, displaying, posting or downloading offensive, profane, obscene, pornographic, disrespectful, threatening, or prurient messages or pictures.
- b. Harassing, insulting, embarrassing, threatening, bullying or attacking others or their work.
- c. Using obscene, racist, profane, discriminatory, threatening or inflammatory language in a document, email, web-site, posting, etc.
- d. Using a digital camera, camera phone, or any other device capable of storing a still or video image to take inappropriate and /or embarrassing pictures. Editing or modifying digital photos with the intent to embarrass, harass or bully.
- e. Posting any false or damaging information about other people, the school system, or other organizations.
- f. Damaging computer equipment, any technology resource, computer systems, computer networks, or documents created by other users. This includes changing workstations and printer configurations.
- g. Violating copyright laws. Plagiarizing computer-copyrighted materials constitutes inappropriate behavior.
- h. Use of technology resources to create illegal materials (i.e. counterfeit money, fake identification, etc.) or illegal activities (i.e. threats, instructions of how to perform an illegal act, any form of pornography, drug dealing, purchase of alcohol, gang activities, or any illegal or inappropriate activity).
- i. Using another user's password.
- j. Accessing or trespassing in another user's files, folders, or work or any form of 'hacking.'
- k. Intentionally wasting limited resources.
- l. Disrupting the use of the network by other users.
- m. Uploading or creating computer viruses, malware or spyware.
- n. Re-posting non-academic, personal communications without the original author's prior consent.
- o. Installing software or downloading unauthorized files, music, games, programs or other electronic media onto a workstation, laptop, network drive or any other technology device.
- p. Attempts to circumvent network security or internet access restrictions by any means.
- q. Revealing personal information (i.e. photographs, addresses, or telephone numbers).
- r. E-mailing outside the school system or storing/saving on external storage drives or portable devices that do not remain on campus, electronic copies of student or staff personal information. This information includes, but is not limited to data containing social security number, information protected by FERPA, and any other sensitive and/or protected information.
- s. Using the network for commercial or political purposes.
- t. Ordering anything from the Internet is strictly prohibited by students. Any charges incurred would have to be paid by the user and are not the responsibility of the school.

## **5. Security**

- a. As a registered user of this network, users are responsible for the use of their account and password. Users may only log on to the network with their assigned user name and password. Users should not disclose their password to anyone. If a user feels that their password has been compromised, the user should notify the technology staff immediately. Unauthorized access, including "hacking" is prohibited.
- b. Users who discover or suspect a security problem should notify the teacher, the technology staff, or principal, and should not discuss the problem with or demonstrate it to other users.

- c. Any user who receives threatening or unwelcomed communications or encounter materials that violate the school code of conduct should immediately bring them to the attention of an administrator, teacher, or the technology staff.
- d. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

## **6. Procedures for Use**

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

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

- a. Any and all devices connected to the OCS network are considered to be in the private domain of OCS.
- b. Any and all devices connected to the OCS network are subject to inspection, search and monitoring by the superintendent, administrators, or appropriate members of the technology staff, including data stored by individual users on individual school or personal devices. Users should be aware that activities might be monitored at any time, without notice.
- c. All network activity is logged and subject to review by the superintendent, administrators or technology staff members periodically.
- d. No information or resource connected to the OCS network should be considered personal or private from the appropriate members of the technology staff, administrators or superintendent.
- e. Rules and regulations of system usage will be modified, added, and posted from time to time by the administrators of the OCS network. Users of the network are subject to these additional rules and regulations.
- f. All users have a right to privacy. However, if a user is believed to be in violation of the guidelines, the superintendent, administrators or technology staff members may review communications to maintain system and network integrity and to insure that students and staff are using these resources responsibly.

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

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

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

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

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