

LETTER FROM SUPERINTENDENT

Dear Students and Parents:

It is my pleasure to welcome you to the 2019-20 school year. The main focus of our work during the summer has been a variety of safety upgrades in each building. Some of the safety additions will be immediately apparent when you enter an Ozark City School building while other improvements will not be so obvious. All of the changes have been made in an attempt to provide the most secure instructional environment possible.

Two School Resource officers will be assigned 100% to the City School System. These officers will assist school administrators in maintaining a safe and secure environment. The officers will also travel with most of our athletic teams to away events.

One significant change that has been made at the State and Federal level is how student absences will be recorded and tabulated. While an absence will still be classified as excused or unexcused, all absences will be counted in the student's record. If a student is absent for more than 18 total days, they will be classified as a chronically absent student. This new concept for tracking student attendance will require the cooperation of students, parents, school officials and court officials. Obviously, if a student is ill, they do not need to be in school. However, parents are requested to schedule all appointments for times outside of the school day so needless absences do not accumulate for any student.

We look forward to another successful year in the Ozark School System. If you ever have questions about school system operations, please feel free to contact me at the school system central office.

Sincerely,

Dr. Rick McInturf
Superintendent

INTRODUCTION

The Ozark Board of Education recognizes the constitutional rights of students enrolled in its schools. The Board recognizes equally, however, its obligation to establish policy related to student behavior and discipline which assures that a proper atmosphere for learning will be maintained within every school serving the City of Ozark.

All students of the Ozark City School System are responsible for conducting themselves in a manner appropriate to good citizenship. Student conduct shall be founded on the basic concepts of respect, consideration for the rights of others, and applicable laws.

A uniform code of conduct for students is important to the pursuit of academic excellence in order that the students may have a meaningful learning experience. This can only be accomplished in schools where the environment is free from distraction caused by disruptive behavior.

The purpose of these standards shall be to maintain an overall positive school environment and atmosphere that enhances student and teacher morals and increases parental and public support for our schools.

The principal of each school is authorized and directed to develop additional rules and regulations consistent with policies, rules, and regulations of the Ozark City Board of Education which may be necessary to govern the conduct of students under his/her supervision.

ACCREDITATION



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OZARK CITY BOARD OF EDUCATION

774-5197; 445-3791
www.ozarkcityschools.net

Mrs. Leslie Reeder - President
Members

Ms. Theresa Locke, Mr. Larry Hicks, Mr. J. Nicholas Bull, Mr. Herman Jackson

Dr. Richard McInturf, Superintendent

School Principals

| | | |
|-----------------------------------|----------------------|--------------------|
| Lisenby Primary | Mrs. Charlotte Smith | 774-4919; 445-3796 |
| Mixon Intermediate | Mrs. Maghen Lowery | 774-4912; 445-3795 |
| D. A. Smith Middle School | Dr. Danelle Peterman | 774-4913; 445-3793 |
| Carroll High School | Mrs. Andrea Maness | 774-4915; 445-3792 |
| Carroll High School Career Center | Mr. Mike Stough | 774-4949 |
| Accelerated Learning Center | Mr. Jason Steed | 445-5585 |

Support Services Coordinators

| | | |
|-------------------------------------|-------------------------|---------------------|
| Special Education Director | Mrs. Jan Bowen | 774-4915, Ext 2540 |
| Transportation Coordinator | Mrs. Jackilyn Barefield | 774-5197, Ext 3505 |
| Student Support Services/Attendance | Mrs. Sheila McLeod | 774-5197, Ext 2506 |
| Child Nutrition Program Director | Mrs. Sylvia Malone | 774-5197, Ext 2503 |
| Federal Programs & Testing | Mrs. Marci Williams | 774-5197, Ext. 2515 |

Ozark City Schools is committed to fostering meaningful and on-going collaboration with parents. Input from parents is valued and encouraged. Parents are urged to volunteer, serve on school and school system committees, call for information and visit the schools. Parents are strongly urged to participate in the parent organization of the schools.

NOTICE OF NON-DISCRIMINATION

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

**Jan Bowen
504 Coordinator and Title IX Coordinator
860 US Hwy 231 N.
Ozark, AL 36360
jbowen@ozarkcityschools.net**

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ASSIGNMENT OF STUDENTS TO CLASSES

The principal has full authority to assign students to classes. The information to be used in the assignments of students includes: results of the student testing program, teacher recommendation, previous placements of students, interests of students, other coursework of students, the emotional, social, mental, or physical characteristics of students, and teacher loads. Students in grades 7-12 select courses in collaboration with guidance counselors and their parents.

PROGRESS REPORTS AND REPORT CARDS

Progress Reports – Progress reports will be sent to parents between the fourth and fifth weeks of each nine-week grading period.

Report Cards – Report Cards will be sent to parents at the end of each nine weeks grading period.

GRADING SCALE

Kindergarten

Grade codes shall be mandatory in kindergarten classes in all skill areas, conduct, and physical education based on the following scale:

- 4 – Exceeding Standards
- 3 – Meeting Standards
- 2 – Developing Towards Standards
- 1 – Significantly Below Standards

Kindergarten grade codes are assigned based on portfolio assessments.

The following scale will be used in all cases where numerical grades are required:

| <u>Grades 1 through 8</u> | <u>Grades 9 through 12</u> |
|---------------------------|----------------------------|
| A+ 97 – 100 | A 90 - 100 |
| A 90 – 96 | B 80 - 89 |
| B+ 87 – 89 | C 70 - 79 |
| B 80 – 86 | D 60 - 69 |
| C+ 77 – 79 | F Below 60 |
| C 70 – 76 | |
| D+ 67 – 69 | |
| D 60 – 66 | |
| F Below 60 | |

PARENT CONFERENCES

A student's education is the shared responsibility of students, their parents and teachers. Open communication is encouraged. If a problem exists, parents are encouraged to contact their child's teacher in order to resolve the problem as quickly as possible. If a conflict occurs and the problem cannot be resolved, the school principal should be contacted. Carroll High School parents should go through the student's guidance counselor first to request a conference with his/her teacher. Conferences **must** be scheduled at least 24 hours in advance.

REQUIRED EXAMINATIONS

The Board believes that the periodic use of examinations helps school system personnel in evaluating student learning and achievement and provides a means for assessing the effectiveness of the teaching-learning process in the schools. Therefore, the Board encourages principals and teachers to ensure students are provided with meaningful opportunities to engage in the preparation for and completion of comprehensive unit/grading period examinations.

TESTING PROGRAM

The Board maintains that the testing program in the School System minimally shall consist of the following:

1. Standardized tests for achievement, academic aptitude, and diagnosis of difficulties;
2. Individual psychological tests and all other tests deemed necessary for identification, placement, and instruction in the Special Education Program
3. Individual and group screening tests
4. Teacher-made tests / system benchmark tests
5. Vision, hearing, scoliosis, language, and speech tests;
6. ACAP (grades 3-8), Pre-ACT (grade 10), ACT (grade 11), Workkeys (grade 12)
7. Others as deemed needed to administer the school programs
8. School System tests in content areas;

CONFIDENTIALITY

Confidentiality of test results will be assured and information will be released only in compliance with the Education Amendments of 1974 (P.L.93-380) known as the Buckley Amendment.

HOMEWORK

The Board recognizes the importance of reinforcement for classroom activity and encourages an appropriate amount of homework.

Power School® (previously Chalkable®) PARENT PORTAL

Parents can view students' attendance record, discipline record, and grades on Power School®. Log-in information can be obtained by visiting your student's school. Parents must present some form of picture identification.

TRANSFERS AND WITHDRAWALS

In order to withdraw in good standing, a student must complete the following procedure:

1. The parent/guardian must send a written notice to the school counselor or child's teacher stating when the student will be leaving and where the student will be going. Such notice should be provided at least one day in advance of the student's departure.
2. All textbooks and library books must be returned to the appropriate teachers as each class is cleared. Lost or damaged books must be paid for when the books are returned, and all monies must be cleared.

TEXTBOOK PAYMENT SCHEDULE

All textbooks furnished free of charge to students and in accordance with applicable state laws shall remain the property of the Board. A receipt shall be signed by each student upon issuance of any textbooks by school officials. The parent, guardian, or other person having custody of the student to whom the textbooks are issued shall be held liable for any loss, abuse, or damage to Board owned textbooks.

Failure to pay the School System for a lost or damaged book within 30 days after notification will result in loss of use of other textbooks and/or non-issuance of other textbooks. In computing the loss or damage of a textbook, the basis of computation shall be a variable of 50% to 75% of the original cost of the book paid by the Board.

Reimbursement will be made to the students who relocate textbooks after payment is made to the School System and upon presentation of payment receipt.

CARROLL HIGH SCHOOL LAPTOPS

Parents and students will be required to complete an orientation session and sign the Student/Parent Laptop Contract before a laptop computer will be assigned to any individual student. A \$20 optional insurance fee for 2019-20 school year is available. Students will be required to turn in the laptop at the end of each school year. Computers must be in working order. Students will be held financially responsible for items such as chargers and protective sleeves.

LOST AND FOUND

Found items should be turned in to the school office. Students and parents should check school offices for lost belongings.

STUDENT FEES

Elementary Grades

In accordance with law, no fees of any kind shall be mandated for collection from students attending kindergarten through grade five.

Voluntary contributions may be solicited, grades K-5, only upon approval of the local school principal and the superintendent. Voluntary participation in non-mandated areas may require a fee for participation.

Grades 6-12

Reasonable fees may be charged for courses.

Student Activity Fees

Participation in school sponsored student extracurricular activities shall be on a voluntary basis by all students. Fees to support school sponsored student extracurricular activities shall be approved by the local school principal or designee.

LOCKERS (GRADES 7-8)

Students in grades 7-8 may use lockers for a nominal fee. Students are not allowed to share lockers with friends. Problems with lockers should be brought to the attention of the Principal or Assistant Principal. PE lockers are issued by the PE teachers/coaches. A nominal fee will be assessed for lockers. Furniture and equipment such as lockers are owned by the school. Lockers are under joint control of the school and the student and are subject to be searched. The student, not the school, is responsible for items lost or stolen from them. Students must keep their lockers locked, not inform other students of their combinations, or allow other students to use their lockers.

STUDENT PROMOTION AND RETENTION

The Board is dedicated to the continuous development of each student enrolled in the school system. Principals are expected to assign students to the grade level suited to them academically and emotionally in accordance with the state and local courses of study and standards. Students may be retained in a grade when there is a measurable and/or observable lack of achievement necessary for satisfactory progress in the next grade.

Kindergarten – Grade 2

When a student is unable to demonstrate significant progress in these areas, the teacher, parent(s) and, principal will meet to determine the appropriate placement of the child for the next year.

Promotion to the next grade level will be based on meeting subject/grade requirements. If a student fails a subject, he/she may be retained. Teacher assessments, attendance, and other student data sources may also be considered in promotion/retention decisions.

Grades 3-8

Promotion to the next grade level will be based on meeting subject/grade requirements. If a student fails a subject, he/she may be retained. Teacher assessments, attendance, and other student data sources may also be considered in promotion/retention decisions.

Grades 9-12

The number of credits required to graduate is 24: 4 Math, 4 English, 4 Social Studies, 4 Science and 8 Electives/Other.

SPECIAL EDUCATION SERVICES

The Ozark City School's Office of Special Education provides specialized instructional services, related services, and supplementary aids and services to students suspected of or identified as having disabilities. Ozark City Schools adheres to all federal and state guidelines required for the identification and placement of students with disabilities in needed programs. Parents are encouraged to participate in the special education process and to attend Individualized Education Program (IEP) meetings if their child is determined to be eligible for services.

TALENTED AND GIFTED PROGRAM

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

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

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services. To make a referral, contact the principal at your child's school.

CHILD FIND

Child Find is a component of the Individuals with Disabilities Education Act (IDEA) that requires states to identify, locate, and evaluate all children with disabilities, aged birth to 21, who are in need of early intervention or special education services as well as children who may be gifted. Child Find is a continuous process of public awareness activities, screening and evaluation designed to locate, identify, and refer as early as possible all children with disabilities. Ozark City Schools is active in this process and encourages your participation. For questions or to make a referral, please contact Ozark City Schools, Office of Special Education, 860 US Hwy 231 N., Ozark, AL 36360, 334-774-5197, extension 2540.

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 protects qualified individuals with disabilities. Under this law, individuals with disabilities are defined as persons with a physical or mental impairment which substantially limits one or more major life activities. People who have a history of, or who are regarded as having a physical or mental impairment that substantially limits one or more major life activities, are also covered. Major life activities include caring for one's self, walking, seeing, hearing, speaking, breathing, working, performing manual tasks, and learning. For questions or to make a referral, please contact the counselor at your child's school.

BUILDING BASED PROBLEM SOLVING TEAM

Ozark City Schools utilizes the Response to Instruction (RTI) model for intervention. The goal of the RTI framework is to combine core instruction, assessment and intervention within a three-tiered system to increase student achievement and reduce behavior problems.

Each school has a designated school-based committee called the Problem Solving Team (PST). The purpose of the PST is to help assist classroom teachers in designing and selecting strategies for improving academic and/or behavioral performance for students experiencing difficulties in any of these areas.

PRESCHOOL REQUIREMENTS

Students enrolled in Lisenby Primary School's Preschool program must reside within the Ozark city limits and plan to attend school in Ozark. Students must provide proof of residency to be eligible for enrollment.

TITLE I SERVICES

Federal 20nds under Title I, Part A of the *Every Student Succeeds Act* are budgeted and expended at schools serving grades K-12 for the 2019-2020 school year. The funds provide additional teachers and materials to assist students in meeting high academic standards in reading

and mathematics. Parents are encouraged to support their child's achievement of the reading and math standards through approved scheduled classroom visits, parent/teacher conferences, participation in parent workshops offered at the school, and other volunteer opportunities.

Guidelines under the *Every Student Succeeds Act* entitle parents of all students enrolled in Title I-participating schools to request information regarding the professional qualifications of their child's teacher. These guidelines may be found under the "Parents Right to Know", Title I, Part A, Section 111(h)(6) of the Act. All schools in the Ozark City School system are Title I-participating schools: Lisenby Primary School, Mixon Intermediate School, DA Smith Middle School and Carroll High School. You may request information about the professional qualifications of your child's teacher(s) by contacting the school's office. Information will be mailed to you or you may make arrangements to pick up the information at the school office.

TITLE I PARENT INFORMATION

Parents should develop knowledge related to the Title I programs in the following areas:

1. Each school conducts an annual Title I meeting to explain the purpose and offerings of the Title I program. It is usually at the beginning of the school year.
2. The school system's Title I plan is monitored by a system wide advisory committee. Information related to the advisory committee meetings may be obtained by contacting the superintendent's office.
3. Title I programs must operate consistently with the school Continuous Improvement Plan (CIP) and be evaluated annually for performance. The CIP is available for review on the school website.
4. Each school's Title I plan is created by a school planning team that includes parents. For information about joining this planning team, contact the school office.
5. Each school is required to offer opportunities for parent involvement and training. Watch for these events and plan to participate.
6. Each family of a child in a Title I school must sign a school/parent compact. The compact explains how the school and parent will work together to improve educational opportunities for the child.
7. Parents are encouraged to volunteer in Title I schools. For information on services needed, contact the school office.
8. The curriculum in Title I schools follows the Alabama Course of Study Standards. For more information on the Course of Study, contact your child's teacher.
9. Title I schools are required to offer beyond the regular school day such as extended-day tutoring for grades K-8. For information related to services available at your child's school contact the school office.
10. Copies of the district's Title I Parent Involvement plan are available for review in the central office and on the school system website. School level Parent Involvement Plans are available for review at the schools and on the school's website.

SCHOOL ACTIVITIES

A school activity is defined as any educational experience or curricular or extracurricular event that is approved officially by the school principal based on the following criteria: it is scheduled by the school principal and the school principal has made specific assignments to an employee(s) of the Board to teach, coordinate, monitor, advise, sponsor, and chaperone said activity as a part of employment responsibilities. A variety of age appropriate activities are available in the school system. At the middle school and high school levels, students are encouraged to participate in all extracurricular programs. Sponsors, directors, and coaches will be available throughout the year to meet with any interested student to fully inform him/her about their program.

STUDENT CLUBS AND ORGANIZATIONS

The Board encourages school-sponsored clubs and organizations that are directly related to the school curriculum and operate for the welfare and the best interest of the students and the schools.

All school-sponsored clubs and organizations shall be under the direct control of the local school principal or his/her designated representative.

Such clubs and organizations shall not be affiliated or associated with any political or religious organization or any organization that denies membership on the basis of race, creed, color, disability, or national origin.

STUDENT SOCIAL EVENTS

All social events sponsored by the school shall be under the control of the school principal and/or designee. All such events shall be held in accordance with such rules and regulations as may be developed by the principal, superintendent and the Board.

HONORS AND RECOGNITION

Each school has specific programs in place to recognize student achievement. Honor Rolls are determined by the following criteria: **"A" Honor Roll** – Student must attain a nine weeks average of 90 or better in each class. To make the "A" Honor Roll for the year, the student must attain and maintain an average of 90 for each grading period.

STUDENT ATTENDANCE REGULATIONS

The Board believes that regular attendance is important to students and to the School System. Regular attendance by students facilitates development of the skills and knowledge necessary to function in a democratic society. Therefore, the Board endeavors to secure, in

compliance with Alabama law, the prompt and regular attendance of students and to secure their proper conduct, and to hold respective parents/guardians responsible and liable for child's/children's non-attendance and/or improper conduct. Further, the Board directs that teachers and other applicable personnel shall maintain attendance records in accordance with directions set forth by Alabama laws, State Board of Education policies, State Department of Education regulations and Board policy. *See page 18 for PARENT'S RESPONSIBILITY FOR THEIR CHILD'S CONDUCT.

STUDENTS AT LISENBY, MIXON, AND D.A. SMITH MUST BE PICKED UP NO LATER THAN 3:15 P.M. UNLESS REQUIRED BY SCHOOL PERSONNEL TO REMAIN ON CAMPUS. IF NOT REQUIRED BY SCHOOL PERSONNEL TO REMAIN ON CAMPUS, THE SCHOOL RESOURCE OFFICER (S.R.O.) WILL BE CONTACTED.

ABSENTEEISM

School Day – A school day absence is defined as non-attendance for more than fifty (50%) percent of the regularly scheduled school day. To be counted present, a student must be present more than fifty (50%) percent of the scheduled school day.

Class – A class absence is defined as non-attendance for more than fifty (50%) percent of a regularly scheduled class. To be counted present, a student must be present more than fifty (50%) percent of the scheduled class time.

STUDENTS ABSENT TEN (10) CONSECUTIVE DAYS WITHOUT AN EXCUSE (SEE ACCEPTED EXCUSES LISTED ABOVE), MAY BE WITHDRAWN.

EXCUSES

In accordance with State Law, a parent/guardian MUST explain the cause of every absence of students under his/her control or charge. Every student MUST bring a written excuse signed by his/her parent/guardian, doctor or court within three (3) school days after he/she returns to school following an absence(s). Failure to present the signed note within the time noted will result in the absence being marked UNEXCUSED. All absences shall be designated as “excused” or “unexcused” in accordance with the following provisions:

Excused Absence – An absence will be marked as excused when the student presents an acceptable written explanation within three (3) school days upon returning to school, and the explanation meets one of the recognized reasons for absences as shown below. **Ozark City Schools will not excuse any absences exceeding 7 days per school year unless verified by a physician's note, legal document, or administrative approval.**

Unexcused Absences – An absence will be marked as unexcused when the student fails to present a written explanation signed by his/her parent/guardian within three (3) school days upon returning to school. An absence will be marked unexcused when the explanation fails to meet one of the recognized reasons for absences as shown below.

NOTE: Principals or designees may require verification of any absence.

RECORDING ABSENCES

All absences for the following reasons shall be recorded as excused.

1. Illness (Note from doctor or parent note up to seven 7 days per year.)
2. Death in the immediate family (Please provide documentation – obituary.)
3. Inclement weather which would be dangerous to the life and health of the student, as determined by the principal and /or Superintendent.
4. Legal reasons (Note from court system.)
5. Emergency conditions as determined by the principal and/or Superintendent.
6. Prior permission of the reason for absences not to exceed three (3) days; absences requiring longer than three (3) days must be approved by the Superintendent. (Please provide a written explanation for requesting permission.)

CHRONIC ABSENCE

The state has a new term defining absences: “Chronic Absenteeism”. This means the accumulation of 18 or more “Excused” or “Unexcused” absences each school year. The following procedure will be followed based on the accumulation of excused and/or unexcused absences:

1. Upon documentation of the accumulation of nine (9) absences, parent will be notified by letter.
2. Upon documentation of the accumulation of twelve (12) absences, parent and student will participate in a conference with the Attendance Officer and/or referred to Prevention Project.
3. Upon documentation of the accumulation of fourteen (14) absences, parent and student will participate in a conference with Dr. Rick McInturf and/or Mrs. Marci Williams.

DENIAL OF CREDIT BASED ON EXCESSIVE ABSENCES

Grades K-8 – A student in grades K-8 who accumulates more than 20 absences per year may be denied course credit and/or promotion based on rules and regulations established by the various schools.

Grades 9-12 – A student in grades 9-12 who accumulates more than eight (8) absences per semester, may be denied academic credit, pending an appearance before an attendance committee. Upon meeting with the student and parent/guardian, the committee will rule to deny or grant credit.

MAKE-UP WORK

If a student is absent for any reason as defined above, the student shall be allowed to make up all major assignments and other work missed during said absence or absences at a time agreeable to the teacher(s). Teachers shall not be required to re-teach lessons, but students shall be given a reasonable opportunity to learn the lessons missed due to excused absences.

GRADES K-12 – The parent/guardian or student shall be responsible for contacting teachers or school to arrange necessary make-up work. For any absence exceeding two consecutive days (verified by a physician’s note, legal note or administrative approval, parent must contact the school to arrange pick-up of classwork.

TIME LIMIT – The student must contact his/her teacher(s) to make arrangements for make-up work within two (2) days after returning to school from an excused absence. Make-up work must be completed within five (5) school days not including the two (2) day arrangement period; however, for long-term absences, additional days to make-up the work may be approved by the teacher(s) and principal or designee.

MAKE-UP WORK – UNEXCUSED ABSENCES

GRADES K-12 – Make-up work for unexcused absences may be approved on a case-by-case basis by the principal or designee.

NOTE: STUDENTS ON OUT-OF-SCHOOL SUSPENSION ARE CONSIDERED AS ABSENT (UNEXCUSED).

STUDENT TARDIES –CHECK OUTS

All tardies shall be recorded. A tardy is defined as a student’s arrival after the official time set for the commencement of a school’s regular daily activities, i.e. bell, homeroom, roll call, etc. Tardies shall be considered unexcused time from class periods missed unless explanation is presented to the principal or designee by the parents/guardians that the tardy was for an excused reason. K-5 parents must sign in tardy students at the school office.

All check outs shall be recorded. A check out is defined as leaving school prior to the end of the respective school’s regular daily activities. Checkouts shall be considered unexcused absences from those class periods missed unless evidence is presented to the principal or designee by the parents/guardians that the checkout was for an excused reason. All students must check out through the school office.

GRADES K-5 - The following procedure will be followed based on the accumulation of unexcused tardies:

1. Upon documentation of the accumulation of seven (7) unexcused tardies, parent will be notified by letter.
2. Upon documentation of the accumulation of ten (10) unexcused tardies, parent/guardian and student will participate in a conference with the School Official and the Attendance Officer and/or referred to Prevention Project (Student and parent/guardian may be referred to Prevention Project after Step 2.)

GRADES 6-12 will follow procedures established at the respective schools.

If a student continues to accumulate excessive unexcused tardies, parent/guardian and student may be referred to the Dale County Department of Human Resources (DHR) for intervention. Code of Alabama (1975), § 16-28-12

RELIGIOUS HOLIDAY EXCUSES

A student will be excused for an official religious holiday when the student’s parent/guardian notifies the principal in advance of the absence. Students shall be allowed to make up work missed during such absences. The principal and superintendent must approve request for religious absences in excess of three (3) school days.

PERFECT ATTENDANCE AWARD

Perfect attendance awards may be given by schools if a student has no absences and no more than two (2) excused tardies.

ABSENTEE REFERRALS

The following provision shall apply:

Teachers shall refer all cases of known truancy, parental neglect, and chronic absenteeism to the principal or designee. The principal or designee shall refer any such students to the Truant Officer in accordance with the Early Warning Truancy Prevention Program.

TRUANCY PREVENTION PROCEDURE

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/she 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, and/or Ozark City Schools Procedure.

1. PARENTAL NOTIFICATION

Upon documentation of third (3) unexcused absence, parent shall be notified of the child's truancy, dates of unexcused absences and reminded of the Alabama's Compulsory School Attendance Law.

2. EARLY WARNING TRUANCY PREVENTION PROGRAM

Upon documentation of the fifth (5) unexcused absence, the parent or guardian of the child shall:

Participate in the Early Warning Truancy Prevention Program provided by the juvenile court system.

- a. Failure to appear at the Early Warning Truancy Prevention Program shall result in the filing of a complaint/petition against the parent under Code of Alabama (1975), § 16-28-12 (failure to cooperate), or a truancy petition against the child, whichever is appropriate.
- b. Parents and/or guardians may only participate in the Early Warning Truancy Prevention Program once; subsequent acts of truancy may result in the filing of a complaint/petition with the court system.

3. TRUANCY COMPLAINT/PETITION

Upon documentation of the seventh (7) unexcused absence, a complaint/petition against the parent or guardian – Code of Alabama (1975), § 16-28-12 (failure to cooperate), or against the child – truancy, whichever is appropriate shall be filed with the court system.

4. CHILD UNDER PROBATION

- a. The school attendance officer should be notified by the juvenile probation officer of all children in the school system under probation supervision by the juvenile court as consistent with state statute, Code of Alabama (1975), § 12-15-100 and 105.
- b. Where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.

NON-RESIDENT TUITION

The Board may permit students whose parent(s) or guardian(s) are not legal residents within the corporate city limits of the City of Ozark to attend schools within the School System. Admission is approved on a case-by-case basis.

Parents or guardians of students failing to follow the Student Code of Conduct and/or failing to attend school on a regular basis, shall receive a letter of warning stating that the privilege of attending may be revoked if behavior continues. Failure to correct behavior may result in withdrawal.

The application process includes the following:

- Signed release from the superintendent of the sending school of attendance.
- All school records including the following:
 - Immunization records
 - Transcripts
 - Attendance and discipline records
 - Student evaluation results and/or records relating to special service

Tuition is as follows:

- \$250 per semester or \$500 per year for one child.
- \$350 per semester or \$700 per year for two children.
- \$450 per semester or \$900 per year for three or more children.

Tuition that has been paid for the current semester is non-refundable if student is withdrawn.

SCHOOL VISITORS

In order to maintain a safe and organized environment within the schools of the School System, **all visitors are required to report immediately to the principal's office upon arrival to a school campus.** No unauthorized visitors will be allowed in the classroom.

STUDENT INSURANCE

The Board may require a student in certain curricular or extracurricular areas to participate in the school accident insurance program or file with the school principal a statement from the student's parent/guardian that said student is adequately protected against accidents that may occur while participating in said activities.

STUDENT IMMUNIZATIONS

An up-to-date Alabama Certificate of Immunization (Form IMM 59 or other Department of Public Health Form) against diseases designated by the Department of Public Health is required for every student enrolled. Provided a student transfers into the School System from another school district within or outside the state, the Certificate of Immunization as defined shall be required before the student can be enrolled in any grade in the schools of the School System. Any exceptions must be approved by the Superintendent or his designee.

STUDENT ILLNESS

Students should be fever/vomit/diarrhea free for 24 hours before returning to school.

GUIDELINES FOR ADMINISTERING MEDICATION TO STUDENTS

Only designated members of the school staff may administer medication to students. In cases of hyperactivity, attention deficit, seizures or conditions that are chronic or life threatening, appropriate school personnel may administer medication. A physician must prescribe the medication and the Administration of Medication Form must be completed and signed by the physician and parent/guardian. Forms are available at the local schools. Medication must be kept in a secure location and proper documentation that medicine was given is required. Medication must be in the original pharmacy bottle with the proper label. Students may be allowed to carry inhalers on their person and self-administer the medication as directed by the physician. This arrangement will be allowed upon written request of the physician and the approval of the principal. Students found with medication not authorized by school officials will be handled as per the Code of Conduct.

Invasive procedures, including but not limited to, tracheotomy care, gastrostomy tube feeding, and medication administration by injection or other means, shall be provided only by a registered nurse or by a licensed practical nurse under the supervision of a registered nurse and with written authorization from the physician and parent. No over-the-counter medicines will be available. If a child needs over-the-counter medicine, parents must send the medicine in the original container accompanied by a completed and signed parent authorization form.

GUIDANCE SERVICES

A trained counselor is available to work with students needing or wanting help. Any student who wishes to see the counselor need only ask in the Guidance Office. Visits to the Guidance Office should be made between classes, or before or after school; however, teachers may give permission for students to visit the Guidance Office at other times.

MEDIA CENTER

The Media Center is open daily in every school. Students are encouraged to use the library, media and electronic resources available. Students are responsible for the care and proper use of all school materials, resources, and equipment.

EMERGENCY DRILLS

The School System has in place an extensive safety plan for each school. Fire drills shall be held and documented at least once a month in each school. Tornado drills shall be held and documented on a quarterly basis.

Required Procedure (Fire Drills) – An orderly plan for evacuation has been developed in cooperation with the local fire department and rules and regulations as may be set forth by Alabama Law and the State Fire Marshall’s Office. Exit plans are posted in each school in all rooms occupied by students.

Required Procedure (Tornado Watch) – In the event a tornado watch is issued for areas in which a school of the School System is located, the principal or designee of that school shall take all actions as specified in the approved safety plan. When a tornado watch is in effect at the conclusion of the normal school day, students will be released via regular dismissal and transportation plans.

Required Procedure (Tornado Warning) – In the event a tornado warning is issued for areas in which a school of the School System is located, the principal or designee of that school shall take all actions as specified in the approved safety plan. Under a tornado warning, students shall not be released via regular transportation plan, (i.e. car pools, private vehicles, etc.) provided the warning is in effect at the time set for concluding normal school day activities. The student may be released during a tornado warning to student’s parents/guardians at the end of the school day, provided said parents/guardians come to the school and assume custody of their children.

Required Procedure (Lock Down -Intruder)

Intruder drills shall be held and documented each semester.

In the event an intruder is identified on a school campus, the principal or designee of that school shall take all actions as specified in the approved safety plan. A lock down will be signaled and all areas will be secured immediately.

LUNCHROOMS

Ozark City Schools participates in the National School Breakfast Program (NSBP) and the National School Lunch Program (NSLP). These federal programs ensure that healthy, nutritious meals are available to students in all schools.

Payments

The Free/Reduced meal price program is available to students who qualify, and families are encouraged to submit an application each year. Applications are available at all schools and the Child Nutrition and Central Offices. Parents are encouraged to pay for student meals in advance. Payments received will be applied to the student’s account.

Charge Limit on Lunches: If a student runs out of money in his or her lunchroom account, the Ozark City Schools policy allows charges to the equivalent of 3 days of meal service. Once this limit has been reached, the principal will be contacted and the student may receive an alternate meal (usually a cheese or peanut butter sandwich). All charges incurred are the responsibility of the parents and must be paid in a prompt manner.

Check Writing Procedure: School lunch accounts may be paid by check. In the event a check is returned to the Child Nutrition Program office for non-sufficient funds (NSF), the school’s cafeteria manager or CNP Director will contact the parent or guardian to make arrangements for payment. Any charges that the bank assigns to the school system will also be the responsibility of the parent. In the event

that a second check is returned to the CNP office for non-sufficient funds, the CNP office will not be able to accept additional checks from the family for the remainder of the school year.

On Line Payments: On-line payments are available through e-Funds for schools. A quick link is available on the system's webpage.

Any fast foods containing logos are not to be brought into the lunchroom during school hours. Carbonated beverages are not allowed in any school lunchroom.

LUNCHROOM MEAL PRICES

| MEAL PRICES | BREAKFAST | LUNCH |
|------------------------|-----------|--------|
| Students (grades K-5) | \$1.50 | \$2.25 |
| Students (grades 6-12) | \$1.50 | \$2.25 |
| OCBE Employees | \$2.00 | \$3.00 |
| Visitors | \$3.00 | \$4.00 |

LUNCHROOM BEHAVIOR

All students are expected to display appropriate behavior and use good manners in the cafeteria.

BREAK

Students are allowed to purchase snack items at school or bring items from home. Snack items must be eaten in designated areas and at designated times.

PARTIES

Grades K-5 – Two parties may be held during the school year at the discretion of the principal. No surprise or birthday parties are to be given. Party invitations **may not** be distributed at school. No homemade food is allowed in the classroom.

FLOWERS AND GIFT DELIVERY

Deliveries of flowers, balloons or gifts at all schools are prohibited.

USE OF TELEPHONE

Students are not allowed to use school telephones at any time during the school day unless permission has been given.

STUDENT MESSAGES

Personal calls to students cannot be accepted through school phone lines. These lines must be kept open for school business. Students will not be called out of class to the phone unless it is for an emergency reason. Parents should make arrangements for appointments or alternative transportation before the student leaves for school.

FIELD TRIPS

When participating in a field trip, students are expected to exhibit good behavior and will be subject to the same code of conduct applicable to regular classroom activities. Students must have a Field Trip Permission Form signed by their parent(s)/guardian(s) on file with school officials prior to departing on a school-sponsored field trip, either by school bus or approved private transportation.

AUTOMOBILE AND MOTORIZED VEHICLE USE BY STUDENTS

Students operating motorized vehicles on school premises shall do so in accordance with Alabama traffic laws and such rules and regulations as may be formulated by local school officials. Students must not remain in their automobiles or other motorized vehicles after arrival on campus and must not return to them during the school day without authorization. Students will be required to present evidence of an Alabama driver's license and proof of current liability insurance before they are authorized to bring a vehicle on school premises. Students will be required to purchase parking decals. **Driving privileges may be revoked or suspended for violation of rules and/or regulations.**

PARKING RULES FOR CARROLL HIGH SCHOOL

I understand that I must obey the following parking lot rules or my parking permit may be revoked.

1. I will at all times comply with state law and city ordinances.
2. I agree that my vehicle is subject to search and will not contain illegal drugs or contraband.
3. I understand that no weapons are allowed in my vehicle.
4. I understand that I must obey all traffic laws.
5. I understand that flags and banners can be a distraction and hazard for other drivers. I agree not to display any flag or banner from my vehicle while on school property.

6. In addition not to displaying any flag from my vehicle, I agree not to display on school property any flag, banner, or sign which in any way incites violence or displays discrimination or hatred toward any other person, race, or group.

The decision of the school principal will be final with regard to the above rules and parking privileges may be revoked if the violation continues after a warning.

BICYCLES

Students must park bicycles in the designated areas. Students are responsible for providing locks for their bicycles.

NOTICE OF SURVEILLANCE

To provide and maintain a safe and secure environment for students, staff, and authorized visitors, the Ozark City Board of Education uses surveillance equipment on all properties (including buses) owned and/or maintained by the school system. Therefore, anyone on the premises of these properties (including buses) is subject to being videotaped while on the property.

HALL TRAFFIC

Students are requested to walk on the right side of the hall at all times and not block stairways, restrooms, or other entrances to the physical plant. Congregating in groups in the halls is not permissible.

SMOKING/USE OF TOBACCO PRODUCTS

The Ozark City School System prohibits the use of tobacco, e-cigarette and/or vaping in any form in any school building, on any school system property, in any school system vehicle, or at any school or school system function. The prohibition of any tobacco, e-cigarette and/or vaping in any form applies to students, employees, or patrons in attendance on school property. Students and faculty using tobacco, e-cigarette and/or vaping products will be disciplined according to the Ozark City School System Policies and Code of Conduct. Parents and patrons will be asked to leave and may be barred from campus.

ALCOHOL

Students shall be specifically prohibited from being under the influence of, consuming, or being in possession of alcohol on school premises or school bus, or at a school function away from school, any alcoholic beverages as defined by state statutes. Students violating this policy shall be subject to applicable sanctions listed in the Student Code of Conduct.

DRUGS

Any student who is in possession of narcotics during school or at a school function, or who is involved in the use of narcotics and/paraphernalia during school, or who is involved in the use of narcotics prior to coming to campus, or who is involved in selling or buying drugs, or who is involved in selling "imitation" drugs, will be disciplined according to the Ozark City School System Code of Conduct.

DEADLY WEAPONS / DANGEROUS INSTRUMENTS

The possession of a deadly weapon or dangerous instrument in a school building, on school grounds, on Board property, on school buses, or at school-sponsored functions is prohibited except for authorized law enforcement personnel and as provided by law. In the case of suspected or known offenders, the Ozark City Police Department will be notified, and the appropriate disciplinary action will be taken according to the Ozark City School System Code of Conduct at the school and system level.

SELLING ITEMS ON CAMPUS

Students are not allowed to sell any items on the school campus without written permission from the principal.

LOITERING

During the school day students are required to remain in designated areas. Students are not allowed to loiter in any area of the school campus.

STUDENT DRESS AND APPEARANCE

Dress for Success

Students will not be allowed to attend school if their appearance or dress constitutes a health or safety hazard or disrupts the orderly operation of the school. The principal is responsible for making judgments in this area.

1. Footwear is required. School specific rules apply (including tennis shoes must be worn at P.E. and shoe laces must be tied to avoid hazard). ***Tennis shoes are preferred at Lisenby Primary School due to safety issues outside, but not required.*
2. Jewelry that creates hazardous conditions shall not be worn. ***Lisenby Primary School requests that jewelry, other than earrings in ears, not be worn to school due to possible loss by students.*

3. Eyeglasses with tinted lenses may not be worn in the building except for medical reasons.
4. Clothes and hair shall be clean and neat. Students shall follow appropriate personal hygiene.
5. Hats, caps, and head coverings (including sleepwear accessories) shall not be worn in the school building unless designated by the principal for special days.
6. Unbuckled belts or suspenders shall not be worn.
7. Shirts are required to have solid sleeves that cover or cap the entire shoulder. ***Lisenby Primary students may wear sleeveless dresses and tops- no halters, spaghetti straps, or tank tops.*
8. Costumes or uniforms (including togas, hospital gowns, or masks) are not allowed except when approved.
9. No sleepwear (including pajamas, gowns, sleepwear accessories, slippers, and blankets) shall be worn.
10. See-through clothing, plunging necklines, excessively tight clothes (shirts, skirts, or pants), or clothes that bare the midriff are not allowed.
11. Lewd or vulgar sayings on clothing (including decals, slogans, or sayings that contain references to illegal or immoral behaviors or advertisements to alcoholic beverages or illegal drugs) are not allowed.
12. Shorts, skirts, or dresses **with waistband at natural waistline** shorter than fingertips in length around the entire garment are not allowed. Splits in shorts/skirts/dresses should not be higher than the fingertips. Leggings may be worn with appropriate length dresses, skirts, or tunics. Beginning in the 6th grade, leggings with T-shirts / sweatshirts are not permitted.
13. Beginning in the 9th grade, no athletic shorts or yoga pants may be worn outside of the P.E. classroom unless approved by the principal for team activities.
14. Sagging pants, oversized pants or pants not worn at the waist are not allowed.
15. No holes, frays, patches, or tears are allowed in shirts, pants, skirts or shorts.
16. Male students are required to tuck in all shirts fully (all around the waist) so that belt loops and/or waistband are visible. *Belts are recommended with pants that have belt loops. ***Lisenby Primary School will begin this transition for 2nd graders during the second semester of school.*
17. Students with facial piercings are required to wear clear retainer or small stud no larger than 2 mm.
18. Undergarments are required.
19. Oversized clothing is not allowed.
20. Full-length coats will not be worn inside the school building.

****Developmentally appropriate implementation will occur in the primary grades at Lisenby Primary School.**

SEXUAL HARASSMENT

The Board of Education will not tolerate any form of sexual harassment. Harassment of any type should be reported to a counselor, teacher, or administrator as soon as possible. The Superintendent or designee will investigate any complaint of sexual harassment. Any student involved in the harassing of another student, faculty members, etc. will be disciplined according to the Code of Conduct.

DUE PROCESS

Informal Due Process –

Short Term Suspension (fewer than 10 days in any given semester)

When a student is facing possible short-term suspension, the principal or designee shall insure the following minimal formal due process procedures are accorded the student:

1. The student shall be given oral or written notice of the charge(s) against him/her.
2. The evidence supporting the charge(s) shall be explained to the student.
3. The student shall be given an opportunity to present his/her own version of the facts concerning the charges(s).

The disciplining authority (principal or designee) may immediately impose appropriate discipline measures, in accordance with Board guidelines, following the informal due process hearing stated above.

Formal Due Process –

Long Term Suspension (more than ten (10) days per offense during any given term) or Expulsion.

1. The right to a due process hearing.
2. The right to a written notice of charge(s).
3. The right to notification of the hearing date, time, and place.
4. The right to be represented by counsel at the hearing.
5. The right to a written record of the Board's decision.

STUDENT COMPLAINTS AND GRIEVANCES

The procedure to follow by any student regarding a personal grievance is to discuss the matter with a teacher or other employee directly involved. When the nature of the grievance dictates otherwise, the student, upon notifying the teacher or other employee directly involved, may request a meeting with the school principal.

It is expected that most grievances will be resolved satisfactorily at this level. However, in the event of an unsatisfactory resolution to the grievance, the student, through his/her parent(s)/guardian(s) may, within five (5) school days after receiving the unsatisfactory decision, appeal the grievance to the Superintendent and then to the Board.

PARENT’S RESPONSIBILITY FOR THEIR CHILD’S CONDUCT

The Board hereby advises parent(s)/guardian(s) of their responsibility for the conduct of their child(ren) based on Legislative Act No. 93-672 that amends Section 16-28-12 of The Code of Alabama, 1975, which states:

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

“(B) Any parent, guardian, or other person having control of any child enrolled in public school who fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct him or herself as a pupil in accordance with a written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be reported by the principal to the Superintendent of Education of the school system in which the suspected violation occurred. The Superintendent or designee shall report such violations to the district attorney within 10 days. Any principal or Superintendent of Education or his or her designee intentionally failing to report such a suspected violation shall be guilty of a Class C misdemeanor. The district attorney shall vigorously enforce this section to ensure proper conduct and required attendance by any child enrolled in the public schools.”

OZARK CITY SCHOOLS K-12 CODE OF STUDENT CONDUCT

ATTENDANCE

Student Responsibilities Are:

To abide by laws and Board of Education and individual school rules and policies regarding attendance.

To be punctual and regular in attendance.

To promptly request and complete make-up assignments for excused absences or tardies.

Student Rights Are:

To be informed of Board of Education and individual school rules and policies regarding school attendance, including policies and rules regarding absences, tardies, truancies and related programs, checkouts, make-up work and school sponsored activities.

To be provided with make-up assignments for excused absences or tardies.

RESPECT FOR PERSON, PRIVACY AND PROPERTY

Student Responsibilities Are:

To abide by laws and Board of Education and individual school rules and policies regarding respect for person, privacy, and property.

To respect the recognized rights of others.

To attend school and related activities without bringing items prohibited by law or the Board of Education policy or which will detract from the educational process.

To respect the property rights of those at school and the general public.

Student Rights Are:

To be informed of laws and Board of Education and individual school rules and policies regarding respect for person, privacy, and property.

KNOWLEDGE AND OBSERVATION OF RULES OF CONDUCT

Student Responsibilities Are:

To abide by laws and Board of Education and individual school rules and policies regarding rules of conduct.

To document receipt of the Code of Student Conduct with his/her signature.

Student Rights Are:

To be informed of Board of Education and individual school rules and policies regarding rules of conduct.

To be informed as to the specific grounds of the violation(s) of the Board of Education’s Code of Conduct.

THE RIGHT TO LEARN

Student Responsibilities Are:

To abide by laws and Board of Education and individual school rules and policies regarding the right to learn.

To take advantage of appropriate opportunities provided for learning.

To avoid hindering the teaching process.

To seek assistance, if needed, to aid learning.

Student Rights Are:

To be informed of laws and Board of Education and individual school rules and policies regarding the right to learn.

To be provided a safe school environment free of tobacco products, illegal drugs, alcohol, or weapons.

To be provided appropriate instructors, instruction, materials, and equipment to take advantage of the opportunity to learn.

FREE SPEECH

Student Responsibilities Are:

To abide by laws and Board of Education and individual school rules and policies regarding free speech.

To be courteous of the views of others.

Student Rights Are:

To be informed of laws and Board of Education and individual school rules and policies regarding free speech.

To express disagreement or concerns regarding the operation of the school in a constructive manner taking into account the rights of others, consistent with the established educational process.

STUDENT PUBLICATIONS

Student Responsibilities Are:

To abide by laws and Board of Education and individual school rules and policies regarding student publications.

To communicate in a respectful manner consistent with good education practices.

To seek accurate and complete information on the topics approved for publication.

To observe the accepted rules for responsible journalism under the guidance of faculty members.

Student Rights Are:

To be informed of laws and Board of Education and individual school rules and policies regarding student publications.

To participate, as part of the educational process, in the development and/or distribution of student or school publications.

ASSEMBLY

Student Responsibilities are:

To abide by laws and Board of Education and individual school rules and policies regarding assembly.

To seek approval, plan, and conduct meetings consistent with Board of Education rules.

Student Rights Are:

To be informed of laws and Board of Education and individual school rules and policies regarding assembly.

To assemble in a lawful manner for a lawful purpose with prior approval by local school officials.

PARTICIPATION IN SCHOOL PROGRAMS AND ACTIVITIES

Student Responsibilities Are:

To abide by laws and Board of Education and individual school rules and policies regarding school programs and activities.

To be courteous and responsible at all school programs and activities.

To fulfill duties related to his/her participation in school programs and activities.

Student Rights Are:

To be informed of laws and Board of Education and individual school rules and policies regarding school programs and activities.

To develop and participate in student programs and activities consistent with local board of education and individual school policies.

To seek office in any student organization consistent with the guidelines and criteria established by individual schools and the character/constitution of each student organization.

It is fundamental that orderly schools have clearly defined behaviors to which students must conform. Non-conformity to these behaviors results in violations of the Code of Student Conduct. Violations are grouped into four classes (Class I, Class II, Class III, Class IV) that range from least to most serious.

Appropriate school personnel shall investigate, verify, and take necessary action to resolve student misconduct. After determining a violation and the classification of violation, the teacher, principal or designee shall implement the appropriate sanction. Violations apply to student conduct on a school campus, at school related events, and while being transported to and from school or school-related events.

The principals in accordance with the classifications in the Code of Conduct will handle bus referrals.

A review of the IEP by the IEP team or the 504 Plan by the 504 Committee may be held for any student who is in special education or the 504 program and has serious or excessive referrals to the office.

CLASS I VIOLATIONS

- 1.01 Distraction of other students
- 1.02 Tardiness
- 1.03 School property misuse or abuse
- 1.04 Misuse of lunch tickets/lunch numbers
- 1.05 Chewing gum
- 1.06 Eating or drinking in unauthorized areas
- 1.07 Inappropriate public display of affection
- 1.08 Refusal to complete class assignment or to have assigned books, materials, etc.
- 1.09 Failure to follow appropriate directives from a School System employee and/or classroom/school rules
- 1.10 Littering of school property
- 1.11 Possession of radios, tape players, CD players, electronic games, entertainment devices, etc. on School System property without prior administrative approval
- 1.12 Sitting in or loitering around parked vehicles after arriving at school and/or when dismissed
- 1.13 Teasing/Name calling (Grades K-6)
- 1.14 Talking back (Grades K-6)

- 1.15 Non-conformity to dress code.
- 1.16 Any other violation which the teacher/principal or designee may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances

All Class I offenses that occur in the classroom will be handled by the classroom teacher according to the teacher's approved classroom management plan. Students may be referred to the office by teachers when the teacher has implemented the classroom management plan. Referrals to the office by teachers and referrals for offenses occurring outside the classroom will be handled according to the Code of Conduct. A review of the IEP by the teacher and Special Education Director is required to be held for any student who is in the Special Education program or the 504 program upon three (3) referrals to the office.

CLASS II VIOLATIONS

- 2.01 Excessive Class I violations as determined by the principal or designee
- 2.02 Excessive tardiness
- 2.03 Unauthorized absence from class or school for part of a day; unauthorized absence from school for a day or more
- 2.04 Failure to follow class schedule and/or leaving class or campus without written permission
- 2.05 Refusal to give name or intentionally giving false information to an authorized person
- 2.06 Unauthorized use of school or personal property
- 2.07 Use of profane language or obscene manifestation (verbal, written, gesture directed toward another person)
- 2.08 Intimidating behavior
- 2.09 Dishonesty and cheating
- 2.10 Speeding and/or dangerous driving – exceeding campus speed limit or driving so as to endanger oneself or others
- 2.11 Providing false information to a School System employee
- 2.12 Abuse or misuse of computers, programs, or technological equipment
- 2.13 Possession of cards, dice, and any other gambling devices or paraphernalia on School System property
- 2.14 Defiance and/or disrespect of school Board employee's authority; any non-verbal or verbal refusal to comply with a lawful directive or order of a School System employee or to comply with school rules
- 2.15 Flagrant or indecent dress code violation
- 2.16 Bothering others (spitting, tripping, or other similar acts)
- 2.17 Inappropriate display of affection
- 2.18 Unauthorized use of cell phones and devices during regular school hours.
- 2.19 Unauthorized organizations – any attempt to use the school day for activities that are not school related, school sponsored, or approved.
- 2.20 Any other violation which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances

For elementary students (grades K-5), first and second offense Class II sanctions may include: parental contact, parent conference, student conference, loss of privilege(s), detention, time out, referral to outside agency, restitution of property and damages, withdrawal of privileges, Any other sanction deemed appropriate; for subsequent offenses, Class II offenses may include the same sanctions listed for first and second offenses with the addition of suspension.

For students in grades 6-12, Class II Sanctions may include detention, In School Study (ISS), suspension, alternative school placement, referral to outside agency (including the criminal justice system), expulsion, restitution of property and damages, withdrawal of privilege(s), and any other sanction deemed appropriate. Special circumstances may warrant a recommendation for a disciplinary hearing with the superintendent and/or designee. Students suspended may not participate in any school-related activities.

CLASS III VIOLATIONS

- 3.01 Vandalism/property damage – intentional and deliberate action resulting in injury or damages of less than \$50.00 to public property or the real or personal property of another
- 3.02 Stealing, larceny, petty theft – the intentional unlawful taking or carrying away of property valued at less than \$25.00 belonging to or in the possession or custody of another
- 3.03 Theft of property – the intentional unlawful taking or carrying away of property belonging to or in the possession or custody of another
- 3.04 Possession of stolen property – being in the possession of stolen property
- 3.05 Receipt, possession, or transfer of stolen property with the knowledge or reasonable suspicion that it was stolen
- 3.06 Gambling – any participation in games of chance for money and/or things of value
- 3.07 Threats/extortion – verbal, non-verbal, printed, electronic, etc. communication maliciously threatening an injury to the person, property, or reputation of another with the intent to extort money or take advantage of any person or to force one to do any act or refrain from doing any act against his/her will
- 3.08 Trespassing or presence in unauthorized areas – willfully entering or remaining on any school property without being authorized, licensed or invited; or after having been authorized licensed or invited, refusing to depart when requested to do so by an authorized person
- 3.09 Repeated direct or non-direct use of profane language or obscene manifestations
- 3.10 Use or possession of obscene and/or pornographic material
- 3.11 Inappropriate touching of another person
- 3.12 Possession of and/or use of matches or lighters

- 3.13 Accessing or changing information in school computers or technology systems
- 3.14 Possession, sale, or use of a tobacco product, smokeless, electronic cigarettes, all forms of vaping and vaping products and all CBD (Cannabidiol) products
- 3.15 Written or verbal proposition to engage in sexual acts
- 3.16 Involvement in an altercation
- 3.17 Unjustified activation of fire alarm system or fire extinguisher
- 3.18 Possession of fireworks or firecrackers, etc.
- 3.19 Sexual harassment – written or verbal, or any transmittal of sexually offensive material
- 3.20 Bullying
- 3.21 Biting and or spitting
- 3.22 Any other violation which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances
- 3.23 Habitual offender – a student who commits six (6) Class II or III offenses in any combination (note: a manifestation hearing is required to be held for any student who is in the Special Education program or the 504 program upon five (5) Class II or III offenses in any combination)

For elementary students (grade K-5), first and second offense Class III sanctions may include: parental contact, parent conference, student conference, loss of privilege(s), detention, time out, referral to outside agency, restitution of property and damages, withdrawal of privileges, and any other sanction deemed appropriate; for subsequent offenses, Class III offenses may include the same sanctions listed for first and second offenses with the addition of suspension.

Class III Sanctions for grades 6 – 12 may include detention, in-school study, suspension, alternative school placement, referral to outside agency (including the criminal justice system), expulsion, restitution of property and damages withdrawal of privilege(s), and any other sanction deemed appropriate. Special circumstances may warrant a recommendation for a disciplinary hearing with the superintendent and/or designee. Students suspended may not participate in any school-related activities.

CLASS IV VIOLATIONS

- 4.01 Arson – the willful and malicious burning of any School System property or the personal property of anyone on School System property.
- 4.02 Robbery – the taking of money or other property from the person or custody of another by force, violence, assault, or by instilling the fear of same
- 4.03 Burglary of school property – entering or remaining in a school board structure or on the premises of any School System property with the intent to commit an offense
- 4.04 Criminal mischief – willful and malicious damage or theft in excess of \$50.00 to public property or to the real or personal property belonging to another
- 4.05 Bomb threat or other threats – any communication which has the effect of interrupting the educational environment
- 4.06 Sexual offense – acts of a sexual nature including, but not limited to sexual battery, intercourse, attempted rape, or rape
- 4.07 Indecent exposure – exposing a part of one’s anatomy that is offensive to others
- 4.08 Fighting – a significant altercation that involves physical interaction by one or more parties
- 4.09 Assault on another person (student, teacher, staff member, visitor, etc.)
- 4.10 Threat of battery or battery – the intentional touching or striking of a School System employee, student, or anyone else on School System property during school sponsored activities against his/her will; or the intentional causing of bodily harm, disability, or permanent disfigurement to a school Board employee, student, or anyone else on School System property or during school sponsored activities; or the use of a deadly weapon
- 4.11 Inciting or participating in major student disorder – leading, encouraging, or assisting in major disruption which results in destruction or damage of private or public property, or personal injury to participants or others, or which disrupts the school environment
- 4.12 Possession of a weapon – box-cutter, knife, metallic knuckles, tear gas guns, chemical weapon or device, or any other weapon, instrument, or dangerous object
- 4.13 Preparing, possessing, and/or igniting any explosive device including fireworks and firecrackers, etc. – preparing, possessing, or igniting on School System property explosives likely to cause bodily injury, property damage, or interrupt the educational environment
- 4.14 Unlawful sale, purchase, transfer, furnishing or giving, or possession of illegal drugs or drug paraphernalia or alcoholic beverage
- 4.15 Accessing or changing information in school computers or technology systems to endanger or cause harm to another individual
- 4.16 Any other offense which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances
- 4.17 Crimes as defined under the laws of the City of Ozark, the State of Alabama, or the United States of America
- 4.18 Sexual harassment – Written or verbal or any transmittal of sexually offensive material that represents criminal misbehavior.
- 4.19 Habitual offender – a student who commits three (3) Class III and one Class IV (4) offense in any combination (note: a manifestation hearing is required to be held for any student who is in the Special Education program or the 504 program upon two (2) Class III offenses or one Class IV (4) in any combination)

Class IV offenses for students in grades K-12 shall be reported to the designated law enforcement agency by the principal. Parents will be notified and students in grade K-12 will be suspended pending final determination of the facts by the principal. A recommendation for further disciplinary action will be made to the superintendent by the principal. The authority to permanently expel a student is retained by the Ozark City Board of Education.

Class IV Sanctions for students in grades K-12 will include: referral to outside agency (including the criminal justice system), suspension, referral to ALC, and/or expulsion, withdrawal of privilege(s), restitution of property and damages where appropriate, and may include any other sanctions deemed appropriate.

TRANSPORTATION STATEMENT

The Ozark City School System provides bus transportation as a privilege to our students. *Although city school systems are not required to provide transportation, we do so in an effort to assist parents with transportation needs.* In an effort to maintain consistency in transportation, as well as keep our students safe and secure, the address given to the school at the beginning of the year (based upon your power bill) will be the address that your child is transported to each day. If your child needs to be transported to a different address each day, such as a daycare, other care giver, or the Boys and Girls Club, that address needs to be given to the school at the beginning of the year. *The only time a change will be made in the drop off address is when your permanent address changes and you provide a current utility bill. This change must be made in person at the school office; otherwise, the child will be delivered to the address that has been given to the school.* It is not possible to deliver a child to one address part of the week and another address the remainder of the week. If the child rides a bus, the delivery address must remain consistent.

We realize that there are times when situations come up where a parent might like to make a short term change in the transportation plan. Once again, we must deliver the child to the established drop off address and no changes will be made based upon phone calls or written notes. Transportation changes related to bus transportation must be made in person.

Exceptions

If a child rides a bus and needs to become a car rider for the day, that information must be communicated to the school prior to 12:00 on the day of the change. That change should again be made in person or communicated directly to the principal or assistant principal. The person picking up the child must be listed on the contact list and have the required identification tag to pick up the student. Changing from one type of transportation to another is very confusing for small children, so we encourage these changes to be made only in emergency situations. Late checkouts will not be allowed. School offices will close at 2:30 to prepare for dismissal. If you need to check your child out of school, it must be done prior to 2:30. If an individual is picking up a child and does not have the appropriate car tag, they should arrive at school prior to 2:30 and come to the office. *The school personnel will verify that the individual is on the child's contact list and verify identification prior to releasing the child.*

The implementation of these transportation rules may seem excessive, *and may cause some level of frustration for parents at some point in the school year.* However, the intent is to do what we can to keep all of our students safe and to do what we can to prevent unintended errors as we transport about 1,500 students each day.

Questions regarding transportation procedures should be directed to the school principal, the Director of Transportation, or the Superintendent of Schools.

STUDENT TRANSPORTATION/SCHOOL BUS CONDUCT

No transportation changes will be taken over the phone (Grades K-5).

Students shall follow the policies listed below when being transported via Board owned vehicles, including the activity buses:

1. Students should observe classroom conduct (except for ordinary conversation) at all times when getting on, off, or riding the bus and shall be subject to all school rules and regulations applicable during regular school hours.
2. Students will board and leave the bus only at an approved stop.
3. Students should not attempt to talk to the bus driver while the bus is in motion.
4. Students will not throw objects from the bus at any time.
5. Students are not to get off the bus at any time from the point of departure until they reach their destination, except in cases of emergency and upon notification of the bus driver by written note, signed by the student's parent(s)/guardian(s) and school principal or designee.
6. Students should not have their arms, or any part of their bodies, out of the windows at any time.
7. Students should remain seated until the bus comes to a full stop. Students should not move around while the bus is in motion.
8. The bus driver has full authority over students while they are riding the buses. He/she will be firm but fair with each student. Failure to obey a driver can result in suspension from riding the bus by the school principal. The driver will report violations promptly to the local principal.
9. Profane, indecent, or abusive language will not be permitted.
10. Students must exercise proper care and treatment of the bus and bus equipment at all times. Abuse and damage to the bus must be paid for by the student or his/her parent(s)/guardian(s).
11. The principal is authorized to suspend a student's transportation privilege (to which transportation is not provided by the Board) due to misconduct or misbehavior while in route to and from school.

The Board, as a service, provides transportation for selected activities to the students of the School System. The Board reserves the right to deny a student or students the privilege of being transported at public expense, provided the policies and school rules and regulations outlined above are not followed. It should also be noted that any student who accumulates more than three bus suspensions during the year may be denied bus riding privileges for the remainder of the school term.

Parents/Guardians are expected to receive their child safely each day. For primary school children, the driver needs to see an adult at the drop-off point or residence before the child will be allowed to get off the bus. If parents/guardians are not at the residence to receive the student or if the student is locked out of the home, the child's school bus driver has been instructed to transport all elementary and special needs students to the Ozark City Schools' Transportation Department located at 860 Hwy. 231 North, across from Townsend Building Supplies.

The first time no one is available to receive the student, the parent/guardian or other persons listed in the student's school record will be contacted to pick up the student at the Transportation Office. Subsequent incidences may result in additional consequences including calls to the School Resource Officer or DHR and suspension of transportation privileges.

Contact information must be kept current at all times. Photo ID is required for student pick-up.

TRANSPORTATION CARRYON ITEMS

Student safety is the primary concern in the student transportation program. Since carry-on items can at times compromise the safety of other riders, it is necessary to limit the size of items that can be carried on route buses.

Band instruments – Items with a case size of larger than 28" x 13" x 8" may not be transported on route buses.

Miscellaneous – Items that are judged to risk the safety of others, due to their size, may not be carried on a route bus. The bus driver or the school principal will make this judgement. Examples of items that may not be carried on the bus include color guard flag poles, ball bats, and JROTC drill rifles.

IN SCHOOL SUSPENSION (ISS)

In School Study is a disciplinary option available for students in grades 6-12 who are in violation of Board policy and/or school rules and regulations. Students are removed from their regular classroom activities but remain in an in-school setting.

OUT OF SCHOOL SUSPENSION (OSS)

Out of School Suspension is a disciplinary option at all schools for violations of the Code of Conduct.

EAGLE'S NEST BEHAVIORL LEARNING CENTER PROGRAM

The eagle's Nest Behavioral Learning Center Program provides an alternative educational program. Students in grades K-5 may be assigned to receive their education in the Eagle's Nest Behavioral Learning Center Program. If assigned to the program, the student will comply with the BLC Handbook. Transportation may **not** be provided.

ACCELERATED LEARNING CENTER (ALC)

The Accelerated Learning Center provides an alternative educational program. Students in grades 6 – 12 may be assigned to receive their education in the Accelerated Learning Center. If assigned to the ALC, students will comply with the ALC Handbook. Transportation may not be provided.

GUIDELINES FOR THE ACCEPTABLE USE OF ELECTRONIC INFORMATION SERVICES

Acceptable use of Electronic Information Services (EIS) of the Ozark City Schools requires that the use of EIS resources be in support of education research and the educational goals of the school system. Electronic information services include, but are not limited to, network services such as the Internet, databases, electronic mail, voice mail, and any computer accessible source of information, whether from hard drives, tapes, compact discs, or other electronic sources. Individual EIS users are responsible for their EIS behavior and communications, including their access to EIS. Use of the EIS is a privilege that carries responsibility for the user. All EIS users must understand and exercise responsible use of EIS.

EIS provided by the school system is the property of the Board of Education. The school system may review files and communications and monitor system utilization at any time without notice or permission. Users should not expect that EIS utilization, communication, or information sent, retrieved or stored via EIS, including electronic mail, or files stored on school system servers, will be private. The Board of Education and/or the superintendent or designee may close accounts and review or delete files at any time.

All EIS users shall agree to strictly adhere to the following requirements:

- User shall use EIS for educational purposes only, and shall not access or attempt to access any materials that are inappropriate to the educational environment.
- User shall not use EIS to submit, publish, display, retrieve or transmit any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, disruptive, discriminatory, illegal material or any materials harmful to self or others.
- User shall not use EIS to harass, insult, or attack others.

- User shall honor school system policies and the Code of Conduct while using EIS and while choosing materials accessed through EIS.
- User shall use appropriate language while using EIS. Vulgarities are not permitted.
- User shall use only the EIS account and password assigned to user. User shall use EIS only for the purposes authorized for user's account. User shall not attempt to access information that is not authorized for user's access or account.
- User shall not use/reveal any home address or personal telephone numbers or other confidential information about students or employees.
- User shall abide by all copyright laws and regulations.
- User shall not use EIS for commercial purposes, product advertising or political lobbying.
- User shall not attempt to harm, modify, or destroy software or interface (hacking) with system security.
- User shall not introduce unauthorized software into the system.
- User shall not use EIS in any way that would disrupt the use of EIS by others.
- User shall not allow anyone else to access the system by user's account or password, unless user has authorization to allow such use by others. Users are ultimately responsible for all activity under their accounts.
- The user will not intentionally harm or destroy data and/or equipment.
- User will not intentionally waste network resources (i.e. "Chain letters", "spamming", etc.)
- User understands that many services and products are available for a fee and acknowledges the responsibility for any expense incurred.
- User will not violate WebPages guidelines.

VIOLATIONS

Users who violate the provisions of the EIS Acceptable Use Policy may be denied access to EIS and be subject to disciplinary action. Denial of access may result in removal of a student from a class where EIS is necessary. Disciplinary action for student violations may range from an informal conference with the student and parent for minor policy violations, to transfer, suspension, or expulsion, and restitution for more serious violations. When applicable, law enforcement authorities may be notified. The Board of Education may pursue civil and/or criminal remedies against student violators and/or their parents as provided by law. The Ozark City Board of Education, the Superintendent, and his/her designee reserves the right to establish additional rules and regulations as necessary for the efficient operation of Electronic Information Services.

USE OF PHYSICAL RESTRAINT

Ozark City Schools allows the use of physical restraint **only** in situations in which the student is an imminent danger to himself/herself or others and when the student is not responsive to less intensive de-escalation techniques. At no time is physical restraint used as a form of discipline or punishment or as a means to gain compliance. Only staff properly trained in the use of adopted restraint techniques are allowed to perform this procedure. Parents will receive written notification if and when physical restraint is used to restrain their student within one school day of the use of the restraint.

IMPORTANT INFORMATION ON MENINGOCOCCAL DISEASE AND VACCINE

What is meningococcal disease?

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

How do you catch the disease?

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

What are the symptoms of the disease?

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

Meningococcal vaccine: Who should get the vaccine and when?

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

For more information on this and other vaccine recommendations go to:

www.adph.org/immunization

SCHOOL ENROLLMENT FORM FOR DRIVER'S PERMIT (CARROLL HIGH STUDENTS)

To obtain a driver's permit, students should pick up the form from the guidance office, main office, or student office. This form is required by the State of Alabama. A student must be enrolled and attending school to keep his/her license. If a student stops attending, notification will be sent to the Alabama State Department of Transportation and the license will be revoked.

FEDERAL IMPACT AID SURVEY CARDS

Each year Congress sets aside funds to be awarded to school systems that are impacted as a result of federal property being located within their geographic boundary or through some form of federal employment among parents of students enrolled in the system. Impacted school systems must annually conduct a survey to determine the level of impact and qualify for the funds.

Ozark City Schools conducts the annual survey in the fall. Every child in the school system will be given a survey card to be filled out by a parent/guardian. The three most common areas of impact in Ozark include parents that live in government housing projects, civilians that work on government property, and uniformed service personnel living either on or off a military installation.

Every family in the school system must complete one of the survey cards for each child. The survey date for the 2019-20 school year will be **September 30**.

2019 Carroll High Football Schedule

| DATE | OPPONENT | PLACE | TIME |
|----------------------|----------------------------------|-------|---------|
| Friday, August 23 | Booker T. Washington | Home | 7:00 PM |
| Friday, August 30 | Russell County | Home | 7:00 PM |
| Friday, September 13 | <i>Tallassee</i> | Away | 7:00 PM |
| Friday, September 20 | Valley | Home | 7:00 PM |
| Friday, October 4 | <i>Rehobeth</i> | Away | 7:00 PM |
| Friday, October 11 | Charles Henderson ((HC) | Home | 7:00 PM |
| Friday, October 18 | <i>Beauregard</i> | Away | 7:00 PM |
| Friday, October 25 | Greenville (Senior Night) | Home | 7:00 PM |

Italicized denotes Region Game



2019 DA Smith Middle School Football Schedule

| DATE | OPPONENT | PLACE | TIME |
|-----------------------|--------------------------|-------|---------|
| Tuesday, August 27 | Geneva Middle | Away | 5:30 PM |
| Tuesday, September 3 | Opp | Home | 5:30 PM |
| Tuesday, September 17 | Straughn | Home | 5:30 PM |
| Tuesday, September 24 | Headland | Away | 5:30 PM |
| Tuesday, October 1 | TBA (Round 1 of Payoffs) | TBA | 5:30 PM |
| Tuesday, October 8 | TBA (Round 2 of Payoffs) | TBA | 5:30 PM |

The league championship game will be held Tuesday, October 15th. Teams, location, and time is TBA.



LISENBY PRIMARY SCHOOL

“The Journey to Life-long Learning Begins at Lisenby Primary School”

860 Faust Avenue Ozark, Alabama 36360

Phone: (334) 774-4919 Fax: (334) 774-4960



L- Learning and Leading

P- Positively Progressing

S- Supporting and Succeeding

MISSION STATEMENT

*Together, we will create a community of **LEARNING** and **LEADING** through a **POSITIVE** and **PROGRESSIVE** environment where students are **SUPPORTED** to **SUCCESSFULLY SOAR!***

SCHOOL HOURS

Parent and student cooperation is requested in observing the daily schedule.

School begins promptly at **7:50 a.m.** Students arriving after this time will be tardy. Parents must accompany students arriving to school after **7:50**. Parents must sign the student(s) in at the school office. Any parent or visitor must wear a visitors' badge **AT ALL TIMES**. Excessive tardies and/or absences will be dealt with according to school board policy.

- School dismissal begins at approximately **2:55 p.m.** **Students may not be checked out after 2:30 p.m.** **If you will be checking your child out of school, the teacher will need a signed note from you and you will need to pick up your child before 2:30.**
- No student drop-offs or student pick-ups are allowed in the bus loading/parking zone in front of the school between the hours of **7:00-7:50 a.m.** and **2:30-3:30 p.m.**
- Morning car riders may be dropped off at **7:15** at the side entrance. Afternoon car riders will begin loading at approximately **2:55** and should be picked up no later than **3:15** each day. Parents who are dropping off and picking up car riders are asked to go to the second entrance of Spring Lake Bend and line up along the road to enter the pick-up lane on the side of the school. You may not line up in the car rider line before **2:15**. **Students are dismissed only to those vehicles with the appropriate identification.**
- Arrival and pick up times for bus riders are designated by their assigned bus. Bus riders who eat breakfast should go directly to the lunchroom. Breakfast serving will end at **7:50**.

ATTENDANCE

According to state law, all students are required to bring a written excuse stating the reason for an absence to the homeroom teacher within 3 days. Unexcused absences will be reported to the system's Student Services Director. Please encourage your child to be at school every day if at all possible. ***Please remember that students should be fever/vomit/diarrhea free for 24 hours before returning to school.***

LPS PTO Program

We encourage you to become a part of our PTO program. This active organization assists our school with fund raisers and other activities that will benefit the overall school program and promote parent involvement in our school.

BUS TRANSPORTATION INFORMATION

- We strongly urge parents to make transportation arrangements that stay the same every day. Young children have a difficult time adjusting to change, and it is extremely difficult for a classroom teacher to accommodate different arrangements. **WE DO NOT TAKE TRANSPORTATION CHANGES OVER THE PHONE!**
- If it becomes necessary to make a change in your child's transportation, the parent **MUST PERSONALLY COME TO THE SCHOOL OR SEND A NOTE TO THE TEACHER NOTIFYING THE SCHOOL AS TO THE CHANGE.** **Bus changes are only made if you change your address and provide a proof of residence.**

PARENT/SCHOOL COMMUNICATION

Each student at Lisenby will have a **SOAR (Student Organization and Responsibility)** communication binder. This binder will be sent home each day and needs to be returned daily. Any communication from the school will be placed in this binder and you may also send communication back to us in the same binder. A monthly school newsletter/calendar will be sent to parents and each classroom will send home a Friday newsletter. The first Parent/Teacher Conferences are held during the month of October. You may also schedule a conference with your child's teacher with a 24 hour notice.

LISENBY PRIMARY SCHOOL is an Alabama Reading Initiative (ARI) and Alabama Math Science and Technology Initiative (AMSTI) school. The school receives Title I funding and operates under a school-wide Title I continuous improvement plan. Lisenby Primary School also houses two state grant funded Pre-K programs and the Gateway Pre-K program.

HARRY N. MIXON INTERMEDIATE SCHOOL
349 Sherrill Lane, Ozark, Alabama 36360
(334) 774-4912 Fax 774-1402

VISION AND MISSION

We are a community of world class learners dedicated to being respectful, responsible, and resourceful citizens of our community.

PARENT/COMMUNITY VOLUNTEERS & VISITORS

Volunteers enhance the educational experiences of our children through tutoring programs, mentoring, assisting in the library, etc. Please inquire through your child's teacher and the main office if you would like know about volunteer opportunities or if you wish to schedule a conference with your child's teacher. All volunteering, conferences, lunches, etc. should be scheduled through the teacher and through the main office prior to entering the school and have a minimum 24 hour in advance notice. Without prior notification you will not be allowed to enter for safety reasons. All volunteer services must be approved by the main office and the teachers involved. Upon arrival you will be required to sign in through the main office and wear a visitor/volunteer badge. We welcome visitors/volunteers and appreciate all you do to help educate our students and keep our school safe! Parents desiring to observe their child must set up the observation with a 24 hour advance notice and set up the observation via the child's teacher and/or the principal/asst. principal and fill out the required privacy information form in the main office before beginning the observation.

Mixon PTO

Mixon School has a very active PTO program. Each year the PTO assists the school with fund raising activities, hosting/working at Field Day, assisting with funding for field trips, teacher support, and school improvement projects. Please consider joining the Mixon PTO.

BUSINESS PARTNERS IN EDUCATION

Mixon School welcomes the involvement and generosity of our Business Partners in Education: Dale Medical Center and Super Sav. We are striving to increase our Partners in Education program. If your business would like to become one of our partners, please let us know.

STUDENT ARRIVAL AND DISMISSAL

1. The first bell rings at **7:45 a.m.** and the tardy bell rings at **7:50 a.m.**
2. After **7:50 a.m.** your child is considered tardy unless the student has an approved reason such as a doctor/dentist appointment. If your child arrives in the classroom after **7:50 a.m.** the parent and child must come to the office to sign in the student.
3. Bus riders arrive and are picked up from Mixon at the time designated by their assigned bus.
4. Car riders should be dropped off no earlier than **7:15 a.m.** and must be picked up by **3:15 p.m.** Car riders are to enter and dismiss from the front entrance of Mixon. The car rider line begins on Holiday Lane and will be led to the building by the crossing guard. Please wait in the line to pick up your child. Please display the car rider sign in the front windshield to identify your car as a designated vehicle. Students will not be released to vehicles/people without authorized Mixon student identification pick up requirements.
5. **NO transportation changes will be made over the phone or on a note, they must be made in person to ensure safety. No permanent transportation changes will be accepted unless it includes the appropriate address change documentation. Should an emergency arise and a temporary change needs to be made from bus rider to car rider, it must be made in person or communicated to the principal or assistant principal before 12pm on the day of the change OR you (or a designated person on your child's checkout list) may check your child out prior to the 2:30 "no check out" deadline.**
6. Student dismissal begins at **3:00 p.m.** All vehicles in the car line must have the appropriate decal displayed.
7. No student drop-offs or student pick-ups are allowed in the bus loading/parking zone between **7:00-7:50 a.m. and 2:30-3:30 p.m.**

ATTENDANCE

According to state law, all students are required to bring a written excuse stating the reason for an absence. This excuse should be given to the homeroom teacher within 3 days. Three unexcused absences will be reported to the attendance officer. **Remember that students must be fever/vomit/diarrhea free for 24 hours before returning to school.** Students may bring a written excuse signed by parent/guardian for up to 5 absences per semester.

CHECK IN'S & CHECK OUT'S

If your child has to check out early, he/she must be checked out prior to 2:30 PM. **No check outs are allowed after 2:30 p.m.** Early checkouts are considered unexcused unless they are due to illness or a doctor/dentist appointment, or approved by a school administrator. Teachers are required to follow board policy on check in's and check out's regarding graded work that the student misses.

COMMUNICATION

Teachers communicate with parents through communication folders or binders. Please check your child's communication folder daily!

NOTE

Please read and review the Dress Code, Attendance Policy, and Code of Conduct with your child. Parents are to sign and return the form(s) at the end of this booklet. Students are **required to wear tennis shoes for PE.**

The faculty and staff welcome you to Mixon Intermediate School!



D. A. SMITH MIDDLE SCHOOL
994 Andrews Avenue, Ozark, Alabama 36360
Telephone (334)774-4913 Fax (334) 774-0568
www.ozarkcityschool.net



MISSION STATEMENT

D. A. Smith Middle School is dedicated to creating a positive learning environment and encouraging every student to mature academically, socially and morally through the adolescent years.

STUDENT ARRIVAL AND DISMISSAL

Whether students ride the bus or are transported by private vehicle, no students may be on campus before **7:00 A.M.** Buses unload in the bus area and students are to report to the gym. Private vehicles should drop off students at the gym (enter from Andrews Ave only). Please be cautious of students and other pedestrians when dropping off and picking up your child and be mindful of the traffic cones. Students who want to eat breakfast should report to the lunchroom before reporting to the gym. Students will not be allowed to wait in parked cars, classrooms or any places other than their assigned areas. Students may report to a teacher for make-up work or tutoring if the student has a pass signed and dated by that teacher.

The bell to enter the building rings at **7:40**. Students must be in homeroom when the tardy bell rings at **7:45**. Students arriving to homeroom after **7:45** are tardy and are required to report to the office to check-in. **After four unexcused tardies, the student will be subject to detention and may be referred to an administrator.**

The school day ends at **3:00**. Students are expected to leave the building immediately unless they are serving After School Detention (ASD), doing make-up work with a teacher, or attending a club/team meeting or practice. Car riders will wait with supervision in front of the gym for their ride until **3:20**. Those car riders remaining after **3:20** will be escorted to the office to wait.

FEES

Students in 7th and 8th grades will be assessed a **\$15.00** fee. This fee covers a locker in the main building, school mailings throughout the year (includes end of the year report card), and other various items. Students in the 6th grade are asked for a **\$10.00** donation to also cover miscellaneous mailing costs. Lockers for Physical Education (PE) will be available to the 7th and 8th grade students on a first-come-first-served basis for an additional **\$5.00** fee. Art and Computer Applications, and Publications have a **\$5** fee and the band and band related courses to include Percussions and Performing Arts fee is **\$30.00**.

PHYSICAL EDUCATION

All 7th and 8th grade students are required to dress-out for PE. Students must wear tennis shoes with socks. Shirts should be dark colored, crew neck and loose fitting. Shorts must be should colored, loose fitting and at least finger-tip length. During colder weather, students may wear loose fitting sweat pants. No yoga pants or tight fitting sweat pants will be allowed. No V-necked or scoop-necked shirts are allowed. 6th grade students may dress-out for PE. If they dress out, the student must follow the same clothing requirements as 7th and 8th grade students.

ATHLETICS, CLUBS AND ACTIVITIES

The AHSAA prohibits 6th grade students from participating in any competitive sports. 7th and 8th students may participate in a variety of sports including football, basketball, volleyball, and cheerleading (housed at DA Smith), along with baseball, softball, track, and soccer (housed at Carroll High School).

Club meetings are often held after school. Parents must arrange transportation for students and must pick them up promptly at the designated time at the school office. These students must be signed out before leaving the building. Most clubs have membership criteria and some have fees, which will be specified by the club sponsor. See school administration and/or the guidance counselor for a list of clubs/organizations.



Carroll High School



141 Eagle Way, Ozark, Alabama 36360
Phone (334) 774-4915 Fax (334) 774-1865
chs@ozarkcityschools.net

Principal: Andrea D. Maness
Assistant Principal: Sharoresier R. Saulsberry
Assistant Principal: Bradley B. Barton

Mission

The faculty and staff at Carroll High School accept the responsibility of providing all students with a learning environment that prepares them for their future by maximizing their academic, aesthetic, physical, social, and emotional potential.

Guidance Counselors

Cecilia Stanford: 11th & 12th
Tonya Hughes: 9th & 10th

Parent/Teacher Conference

All conferences must be scheduled and have a minimum of 24 hours' notice.

Accreditation

Carroll High School is a fully accredited high school through AdvancED.

Student Drop-off/Pick-up/Attendance

- The first bell rings at **7:37 a.m.**, and the tardy bell rings at **7:40 a.m.**
- After **7:40 a.m.**, students are considered tardy and **must** sign in through the student office. Excessive tardiness (5 or more) will result in disciplinary action.
- **Students must always** check out through the student office prior to leaving campus. Checking out will only be approved after a parent comes to CHS or sends a note for student office verification. No checkouts will be allowed after 2:30 p.m. each day.
- State law requires all students to bring a written excuse stating the reason for the absence. This excuse should be submitted to the student office within 3 days. **Unexcused absences and excessive tardies are reported to the attendance officer.** Early checkouts are considered unexcused unless a valid excuse is submitted.
- Car riders should be dropped off no earlier than **7:15 a.m.** and must be picked up no later than **3:20 p.m.** Car riders are required to enter school and dismiss from the entrance that faces Eagle Way Drive.
- **NO** student drop offs or student pick-ups are allowed in the front of the school or in the bus loading and unloading zone in the back of the school between **7:00-7:37 a.m.** and **2:30-3:30 p.m.**



Carroll High School



Carroll High School Achievements

One-to-One Technology Initiative
 First School in the State of Alabama to Receive S.T.E.M. Accreditation
 CLAS Banner School
 A+ College Ready Partner to Offer Advanced Placement Courses
 Wallace Community College Partner for Dual Enrollment Classes
 \$2+ Million Awarded in College Scholarships for the Class of 2019

Dress Code

Please refer to the student dress code in the Ozark City Schools Handbook.

Electronics

Personal electronic devices such as cell phones, ear phones, iPods, etc., are only allowed to be used in the common areas to include the courtyard, cafeteria and bus area during non-instruction times such as breakfast, break, lunch and after school.

Alabama High School Graduation Requirements

English-**4 credits**
 History-**4 credits**
 Mathematics-**4 credits**
 Science-**4 credits**
 Lifelong Physical Education and /or JROTC and/or Marching Band-**1 credit**
 Health Education-**0.5 credits**
 Career and Technical Education (CTE) and/or Foreign Language and/or Arts Education-**3 credits**
 Electives-**2.5 credits**

Bell Schedule

| Take in Bell 7:37 a.m. | | Tardy Bell 7:40 a.m. | |
|------------------------|-------------|------------------------|-------------|
| First Break Schedule | | Second Break Schedule | |
| Skippy | 7:40-8:10 | Skippy | 7:40-8:10 |
| 1 st Period | 8:13-9:05 | 1 st Period | 8:13-9:05 |
| 2 nd Period | 9:08-10:00 | 2 nd Period | 9:08-10:00 |
| Break | 10:00-10:08 | 3 rd Period | 10:03-10:55 |
| 3 rd Period | 10:11-11:03 | Break | 10:55-11:03 |
| 4 th Period | 11:06-11:58 | 4 th Period | 11:06-11:58 |
| 5 th Period | 12:01-1:15 | 5 th Period | 12:01-1:15 |
| 6 th Period | 1:18-2:10 | 6 th Period | 1:18-2:10 |
| 7 th Period | 2:13-3:05 | 7 th Period | 2:13-3:05 |

*Transition time between classes is 3 minutes.

*5th period includes three lunch waves.





Carroll High School

Career Center



227 Faust Avenue, Ozark, Alabama 36360
Phone (334) 774-4949 Fax (334) 774-8314

Director: Mike Stough
Guidance Counselor: Melanie Mularz

Mission Statement

Carroll High School Career Center (CHSCC) is dedicated to preparing world class students for college, career, and life. *This is achieved by providing a rigorous academic learning environment that supports the way students live and how they want to learn. Our SIMULATED WORKPLACE provides students with realistic learning experiences to help them prepare for future study or for the world of work.*

Articulation and Dual-enrollment Credit

Articulation agreements exist in many of the programs. These agreements provide students who successfully complete the entire program with the opportunity to by-pass specific college courses when continuing in the pathway of study at designated institutions.

Students with a 2.5 GPA or better may register in one of the CTE dual-enrollment courses and earn college credit while in high school. Dual-enrollment pathways of study offered at CHSCC include: 1) Engineering Graphics and Animation (Drafting Design), 2) Medical Assisting, and 3) Aviation Maintenance. Dual-enrollment can be free of cost, if you are interested in pursuing dual-enrollment credit in a CTE pathway, please speak with the CHSCC guidance counselor.

Guidance Services

The CHSCC guidance counselor works collectively with the guidance office at Carroll High School. Our guidance counselor is responsible for assisting students in selecting appropriate career and technical education pathways. For those students who are seeking college credit, our guidance office provides dual enrollment information through Wallace College.

Special Requirements for CHSCC Students

- All students are instructed in classroom safety rules and procedures. Students are required to pass a safety test with a score of 100% before being allowed to work in the labs.
- Students are required to pay a fee to take each course. Part of the fee covers membership in state organizations.
- Students must ride the bus to and from Carroll High School and the Carroll High School Career Center. Student cars will be towed, at the student's expense, from the CHSCC parking lot.
- Students checking in or out during a class at the CHSCC may do so through the CHSCC office.

To become an ACADEMY COMPLETER, students must take and pass 3 or more classes in one pathway of study. Completers earn cords to wear at graduation

**PLEASE SIGN AND RETURN THIS PAGE TO YOUR
CHILD'S SCHOOL (SEPARATE PAGES FOR EACH OF YOUR STUDENTS)**

Please indicate whether your child has your permission to use the technology available in the schools.

Legal References: Children's Internet Protection Act of 2000 (H.R.4577, P.L. 106-554)
Communications Act of 1934, as amended (47 U.S.C. 254[h], [1])
Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et. Seq., Part F)

_____ My child may use e-mail and the Internet while at school according to the rules outlined.

_____ My child may not use e-mail and the Internet while at school.

General/routine information releases, photographs, videos, interviews, etc., relative to school administration, school operations, curricular programs, extracurricular programs, awards, honors and school activities may be released through the school principal or designee to promote such school functions.

I acknowledge that the release of such information may contain my child's, name, picture, image or other information. Please indicate below whether the school/school system has your permission to release such information.

_____ My child's name, picture, image, or other information may be released to promote school functions.

_____ My child's name, picture, image, or other information may not be released to promote school functions.

_____ My child's picture may be included in the yearbook.

_____ Health information regarding my child may be left on a phone answering device or voicemail.

My child and I have read and understand the information contained in the Ozark City School Parent-Student Handbook. If I have any questions, I understand that I may contact my child's teacher(s) or the school Principal.

I acknowledge that I have read, understand, and agree to all terms as outlined in the Acceptable Use of Electronic Services guidelines. I further understand that this agreement will be kept on file at the school for the academic year in which it was signed.

Student's Name (printed)

Parent/Guardian's Name (printed)

Student's Signature

Parent/Guardian's Signature

Date

Date

Please return this page by the end of the first week of school. Thank you!