

# STUDENT HANDBOOK

2024-2025



**OZARK CITY SCHOOLS**  
**860 HWY 231 N**  
**OZARK, AL 36360**  
**(334-774-5197)**

**AUGUST 2024**

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Aug. 1 -5 Teacher Workday  
 Aug. 6 First Day of School

**JANUARY 2025**

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Jan. 3 & 6 Teacher Workday  
 Jan. 7 Students Return  
 Jan. 20 MLK Day

**SEPTEMBER 2024**

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Sept. 2 Labor Day

**FEBRUARY 2025**

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Feb. 14 Teacher Workday  
 Feb. 17 Presidents Day

**OCTOBER 2024**

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Oct. 11 Parent Teacher Conference  
 Oct. 14-15 Fall Break

**MARCH 2025**

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Mar. 24-28 Spring Break

**NOVEMBER 2024**

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Nov. 11 Veterans Day  
 Nov. 25-29 Thanksgiving

**APRIL 2025**

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

April 18 Parent Teacher Conference

**DECEMBER 2024**

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Dec. 23- Jan. 6 Christmas Break

**MAY 2025**

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May 22 Last Day for Students  
 May 23 Teacher Workday  
 May 26 Memorial Day

**Progress Reports:**

Sept. 5  
 Nov. 14  
 Feb. 13  
 Apr. 24

**Report Cards:**

Oct. 17  
 Jan. 9  
 Mar. 20  
 May. 22

**180 Student Days**

7 Teacher Days ( Aug 1-5; Jan. 3 & 6, Feb. 14, May 23)

**187 Total Days****Flex Days:**

1st Semester 90 Days  
 1st 9 weeks Aug. 6- Oct. 8 (45 days)  
 2nd 9 weeks Oct. 9 - Dec. 20 (45 days)

2nd Semester 90 Days  
 3rd 9 weeks Jan. 7-March 12 (45 days)  
 4th 9 weeks Mar. 13- May 22 (45 days)

## LETTER FROM THE SUPERINTENDENT

Dear Eagle Family!

It gives me great pride to once again have the honor of being your superintendent. We have so much to be thankful for in Ozark, including a caring and competent staff of educators, as well as loving and supportive parents and community members. It takes all of us working together to make our school and community great. In other words, Ozark Needs Everyone. Our ONEagle mantra truly defines what makes our community successful. Our theme this year is “We Are ONE”, and we will focus on teamwork throughout our district. If we are to provide a safe, engaging, and educational experience for each of our students, it will indeed take a #ONEagle mindset.

Student attendance is a top priority for our schools this year. In order for students to get the quality education and skills they need, it is imperative they be in school every day. We plan to use all means at our disposal to notify you of your child’s attendance and encourage them to attend each day. We would appreciate your assistance as well.

We experienced many successes last year as a school district. For the second consecutive year, CHS Secondary Teacher of the Year received the District Two Teacher of the Year honor for the state of Alabama. Also, CHS became the first high school in the state of Alabama to recognize students with the Alabama Seal of Biliteracy. The seal recognizes students for attaining proficiency in multiple languages. All schools in the district have earned the Purple Star distinction for their support of military families. We also look forward to opening the newly renovated Career Exploration Center at historic DA Smith Middle School later this fall.

We can never be content with our past achievements. This year, our challenge is to improve even more because our students always deserve our very best. Once again, we will strive to keep you informed and communicate with you early and often throughout the year. Please be aware that we will use numerous platforms to communicate with you including television, radio, OCS App, Blackboard, FaceBook, Instagram, Twitter, email, and SMS.

This year, more than ever before, it will take every Eagle family member working together for our students to perform at their best potential. I believe we can, and I believe we will rise to the occasion and SOAR like Eagles. Thank you for all that you have done and all that you will continue to do for our children and community. Let’s have a great year!

#ONEagle,

Reeivice L. Girtman

## 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



# Strategic Priority Areas



1

## ACADEMIC GROWTH AND ACHIEVEMENT

We commit to instilling the skills and knowledge necessary for students to successfully grow each year in meeting and/or exceeding their grade level academic goals.

2

## COLLEGE, CAREER & WORKFORCE READY

We commit to developing the capacity for students to become continuous learners while providing guidance for the transfer of their acquired PreK-12 knowledge to the career or college of their choice.

3

## SAFE & SUPPORTIVE LEARNING ENVIRONMENTS

We commit to creating safe and supportive learning environments that address the physical, mental, social, and emotional needs of all learners.

4

## HIGHLY EFFECTIVE EMPLOYEES

We commit to recruiting and retaining highly effective employees while investing in high quality, on-going, and relevant professional learning for continued professional growth.

5

## ONE EAGLE

We commit to serving as partners with parents, students, staff and the community in order to build strong relationships through collaboration and professional, courteous service.



## Mission:

We strive to engage and challenge all learners to succeed through a variety of learning opportunities coupled with highly effective instruction.

## Beliefs:

### We Believe:

In providing every child high quality education driven by intentional, purposeful, and data-driven instruction.

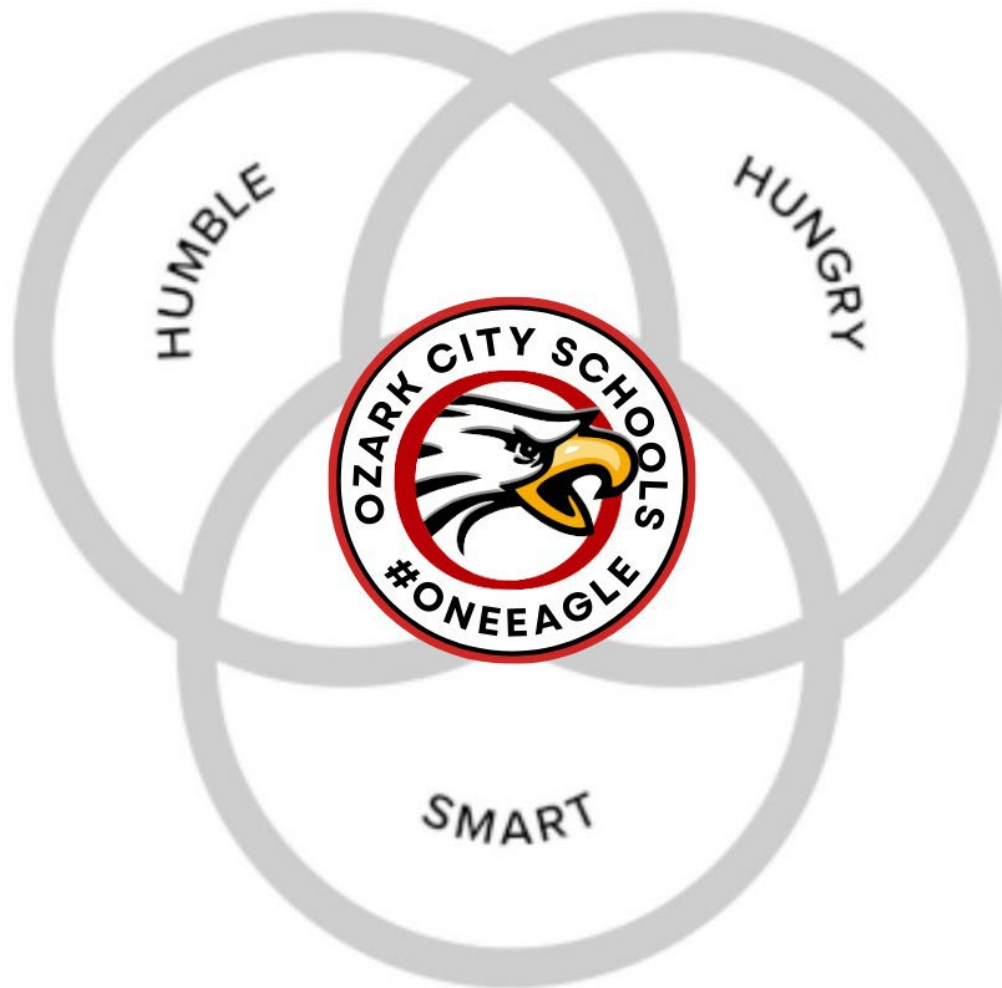
In challenging students through innovative, progressive instruction and programs aimed at preparing students for future success.

In promoting safe schools and the foundational wellness of all learners.

In recruiting, developing, and retaining effective professional educators through opportunities for professional growth, collaboration, and support.

In our motto:  
Ozark Needs Everyone

**Vision:** To become the best small town school district anywhere



**The Ideal Team Player**

**Patrick Lencioni (The Table Group)**

**2016**

**OZARK CITY BOARD OF EDUCATION**

(334) 774-5197    (334) 445-3791

Fax (334) 774-2685

[www.ozarkcityschools.net](http://www.ozarkcityschools.net)

Ms. Theresa Locke – President

**Board Members**

Mr. Larry Hicks, Mrs. Leslie Reeder, Mr. J. Nicholas Bull, and Tameaca Vincent

Mr. Reeivice Girtman, Superintendent

Dr. Alan Miller, Assistant Superintendent

**School Principals**

Lisenby Primary School	Mr. Matt Barton	(334)774-4919; 445-3796
Mixon Intermediate School	Mr. Jeremy Suchman	(334)774-4912; 445-3795
D. A. Smith Middle School	Mr. Matthew Monson	(334)774-4913; 445-3793
Carroll High School	Mrs. Marsielena Williams	(334)774-4915; 445-3792
Carroll High School Career Center	Ms. Shanna Doran	(334)774-4949; 445-1443
Eagle Academy Director	Mr. Chris Logan	(334)445-3792; Ext: 3504

**Support Services Coordinators**

Special Programs Director	Mrs. Maghen Lowery	(334)774-5197; Ext: 2540
Transportation Director	Mrs. Jackilyn Barefield	(334)774-5197; Ext: 3505
Student Support Services/Attendance	Mrs. Sheila McLeod	(334)774-5197; Ext: 2506
Child Nutrition Program Director	Mrs. Cynthia Smith	(334)774-5197; Ext: 2503
Federal Programs & Testing	Mrs. Casey Moore	(334)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:**

**Casey Moore  
Federal Programs and Title IX Coordinator  
860 N. US Hwy 231  
Ozark, AL 36360  
[casey.moore@ozarkcityschools.net](mailto:casey.moore@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 recommendations, 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.

## **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. 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.

## **Power School® 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 school materials (uniforms, computers, textbooks, instruments, etc.) must be returned to the appropriate teachers as each class is cleared. Lost or damaged materials must be paid for when they are returned, and all fees and lunch balances 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.

## **STUDENT 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. 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 INCLUDING chargers. Current cost to replace a Chromebook is \$220.00 and to replace a charger is \$15.00.

## **LOST AND FOUND**

Found items should be turned into 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 in 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 elective 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.

## **SPECIAL EDUCATION SERVICES**

The OCS 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 need 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 231N., 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.

## **MULTI-TIERED SYSTEM OF SUPPORT (MTSS)**

Ozark City Schools utilizes the Multi-Tiered System of Support (MTSS) model for intervention. This is a systemic, continuous improvement framework in which data-based problem-solving and decision making is practiced across all levels of the educational system for supporting students. 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. Students must provide proof of residency to be eligible for enrollment.

## **TITLE I SERVICES**

Federal Funds under Title I, Part A of the *Every Student Succeeds Act* are budgeted and expended at schools serving grades K-12 for the 2021-2022 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 support 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.

## **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 X for PARENT'S RESPONSIBILITY FOR THEIR CHILD'S CONDUCT.

## **ABSENTEEISM**

**School Day** – A school day absence is defined as non-attendance for at least fifty-one (51%) 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.

## 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** turn in and/or submit electronically via PowerSchool® 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 and/or submits electronically via PowerSchool® 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 listed 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 and/or submits electronically via PowerSchool® 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 – parent note or 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. Absences of 3 or more days that may need preauthorization must be preapproved by the principal or his/her designee.

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

## CHRONIC ABSENCES

The state has defined: “Chronic Absenteeism”, as the accumulation of 18 or more “Excused” and/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(s) will be notified by letter.
2. Upon documentation of the accumulation of twelve (12) absences, parent(s) and student will participate in a conference with the Attendance Officer and/or designee.
3. Upon documentation of the accumulation of fourteen (14) absences, parent(s) and student will participate in a conference with the Superintendent and/or his designee.

## MAKE-UP WORK

If a student is absent for the reasons outlined under the section, “**Recording Absences**”, 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 within 2 days after returning to school following an excused absence.

### **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.

### **STUDENT TARDIES – CHECKOUTS**

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-8 PARENTS MUST SIGN IN TARDY STUDENTS AT THE SCHOOL OFFICE.**

All checkouts shall be recorded. A checkout 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 checkout 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, parents will be notified by letter.
2. Upon documentation of the accumulation of ten (10) unexcused tardies, parent(s)/guardian(s) and student will participate in a conference with the School Official and the Attendance Officer.

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

If a student continues to accumulate excessive unexcused tardies, parent(s)/guardian(s) 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 may 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 must approve requests for absences due to the observance of religious holidays 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**

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 Attendance 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 an 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 the principal determines to be unexcused based on the State Department of Education's current School Attendance Manual, and/or Ozark City Schools Procedure.

1. PARENTAL NOTIFICATION

Upon documentation of the third (3) unexcused absence, parent(s) shall be notified of the child's truancy, dates of unexcused absences and shall be 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(s) or guardian(s) 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(s) or guardian(s) – 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.

## **HOUSING AND EDUCATIONAL RIGHTS**

Students without fixed, regular, and adequate nighttime residences have the following rights:

- 1) Immediate enrollment in the school they last attended or the local school where they are currently staying even if they do not have all of the documents normally required at the time of enrollment without fear of being separated or treated differently due to their housing situations.
- 2) Transportation to the school of origin for the regular school day.
- 3) Access to free meals, Title I and other educational programs, and transportation to extra-curricular activities to the same extent that it is offered to other students.

Any questions about these rights can be directed to the local McKinney-Vento liaison at (334) 774-5197 or the State Coordinator at (334) 242-8215.

## **SCHOOL VISITORS**

In order to maintain a safe and organized environment within the schools of the School System, **all visitors are immediately required to report to the main office upon arrival on 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 without the use of any medications before returning to school. Anything 100.0 F or above is considered a fever, and students will be sent home. Students must remain home until they have been fever-free for at least 24 hours without the use of medications such as Tylenol or Ibuprofen.

## **GUIDELINES FOR ADMINISTERING MEDICATION TO STUDENTS**

Only designated members of the school staff may administer medication to students. In cases of ADD, ADHD, seizures, or conditions that are chronic or life-threatening, appropriate school personnel may administer medication. A physician must prescribe the medication and complete and sign the "Parent Provider Authorization Form." This form along with the parent/guardian's signature must be completed or no medication will be administered by the School Nurse or designated employee. Forms are available at the local schools or on the Ozark City Schools website. Medication must be kept in a secure location and proper documentation will be completed. Parents/guardians must physically bring the medication to the School Nurse, **NO EXCEPTIONS**. Please do not send any type of medications to school with your child. If you cannot make it to the school, please call your School Nurse to make other arrangements. Medication must be in the original pharmacy bottle with the proper matching label. Students may be allowed to carry inhalers or other emergency medications such as Epi- Pens 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 at the discretion of the Lead Nurse and school 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, tracheostomy care, gastrostomy tube feeding, and medication administration by injection or other means, shall be provided only by a registered nurse, by a licensed practical nurse under the supervision of a registered nurse, or trained employee under the supervision of the School Nurse and/or Lead 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, students will be allowed to call parents at the discretion of the School Nurse. Please do NOT send medication to school with your student.

## **HEAD LICE POLICY**

Ozark City has a "No Nit Policy" meaning "any student" infested with head lice shall be excluded from school until the student has received treatment for head lice and all nits have been removed.



## **BED BUG PROCEDURE**

Ozark City School has adopted a Bed Bug Procedure and is as follows: If bed bugs are found on a student or his/her belongings, the proper steps will be taken to contain the situation. We will contact the guardian of the student and ask that they be picked up. Parents of students in the classroom will be notified of the situation. Please remember, it is in violation of Federal law to disclose any personal information about who the student is. Steps will be taken to completely clean and sanitize the classroom where the incident occurred. Students may return to school upon starting treatment of the infestation. We will have information and resources available to help families and can be contacted with any questions.

## **GUIDANCE SERVICES**

Trained counselors are available to work with students needing or wanting help. 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 each 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.

**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. carpools, 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.

**Lock Down Procedure (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. Pursuant to current USDA waivers, all students will receive free breakfast and lunch meals for the 2022-2023 school year. No applications will be collected for the purpose of verifying student eligibility for free or reduced meals. All students are automatically eligible. Parents should take advantage of this opportunity by encouraging students to eat in the school cafeteria. These waivers were in effect for the 2020-2021 school year and have been extended through the 2022- 2023 school year as part of the government's COVID Relief package.

**Online Payments:** Online payments are not presently available. Parents will be notified if this changes.

**Any purchased fast-food items packaged in containers bearing logos may not be brought into any cafeteria during school hours. Carbonated beverages are not allowed in any school lunchroom.**

## **LUNCHROOM MEAL PRICES**

<b>MEAL PRICES</b>	<b>BREAKFAST</b>	<b>LUNCH</b>
<b>Students (grades K-5)</b>	<b>NC</b>	<b>NC</b>
<b>Students (grades 6-12)</b>	<b>NC</b>	<b>NC</b>
<b>OCBE Employees</b>	<b>\$3.50</b>	<b>\$4.75</b>
<b>Visitors</b>	<b>\$3.50</b>	<b>\$4.75</b>

## **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 a snack from home in accordance with local school guidelines. Snack items that are sold at school must comply with prescribed nutritional guidelines. Snack items must be eaten in designated areas and at designated times.

## **CELEBRATIONS**

Grades K-5 – Celebrations 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 SCHOOL TELEPHONE**

Students will be allowed to use school telephones at any time during the school day with office staff permission. 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 provisions in the Student Handbook 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, by school bus or private transportation as approved by the Superintendent.

## **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**

Students understand that they must obey the following parking lot rules, or their parking permit may be revoked.

1. Students will at all times comply with state law and city ordinances.
2. Students agree that their vehicle is subject to search and will not contain illegal drugs or contraband.
3. Students understand that no weapons are allowed in their vehicles.
4. Students understand that they must obey all traffic laws.
5. Students understand that flags and banners can be a distraction and hazard for other drivers. Students agree not to display any flag, banner, or sign which in any way incites violence or displays discrimination or hatred toward any other person, race, or group from their vehicle while on school property.

The decision of the school principal will be final with regard to the above rules. 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 recorded 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**

The Ozark City School System prohibits the use of alcohol 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 alcohol applies to students, employees, or patrons in attendance on school property. 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/MEDICINE**

Any student who is in possession of narcotics, over the counter, prescription medications, or CBD products, 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 searched and disciplined according to the Ozark City School System Code of Conduct. Law enforcement and DHR will also be notified.

## **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. **Federal Law prohibits the possession of firearms on school grounds except for authorized law enforcement personnel.**

## **SELLING ITEMS ON CAMPUS**

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

## **LOITERING**

**ALL STUDENTS 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.**

**STUDENTS ARE NOT ALLOWED TO RETURN TO CAMPUS AFTER LEAVING**

**ALL STUDENTS MUST BE PICKED UP WITHIN 30 MINUTES OF CONCLUSION OF SCHOOL SPONSERED EVENTS. IF NOT LAW ENFORCEMENT AND DHR WILL BE NOTIFIED.**

## STUDENT DRESS AND APPEARANCE

**Students may 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. No slides or bedroom slippers. Course specific rules may apply to the type of shoes allowed. *\*\*For example: Tennis shoes are preferred in elementary school, but not required. Closed toed shoes must be worn in science lab.*
2. Jewelry that creates hazardous conditions shall not be worn. *\*\*Lisenby Primary School and Mixon Intermediate School request that jewelry, other than earrings in ears, not be worn to school due to possible loss by students.*
3. Sunglasses 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 approved by the principal for special days.
6. Shirts are required to have solid sleeves that cover or cap the entire shoulder. Halters, spaghetti straps, and tank tops are **NOT** allowed.
7. Costumes are not allowed except when approved.
8. No sleepwear (including pajamas, gowns, sleepwear accessories, slippers, and blankets) shall be worn.
9. Must wear clothing that properly fits. Sagging pants, oversized pants or pants not worn at the waist are not allowed. No oversized clothing allowed. Unbuckled belts or suspenders shall not be worn.
10. See-through clothing, plunging necklines, excessively tight clothes (shirts, skirts, or pants), or clothes that bare the midriff, or back are not allowed.
11. Lewd or vulgar sayings on clothing (including decals, slogans, or sayings that contain references to illegal or immoral behaviors, such as gang paraphernalia, bandanas or advertisements for alcoholic beverages, tobacco, weapons, or illegal drugs) are not allowed.
12. Shorts, skirts, or dresses with a waistband at natural waistline shorter than mid-thigh in length around the entire garment are not allowed.
13. No skin showing above the knee in pants, skirts or shorts.
14. Undergarments are required.
15. 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 HARRASSMENT/TITLE IV

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.

## DISTRIBUTION OF EXPLICIT IMAGES

No student shall distribute, display, solicit, possess, or produce a sexually or pornographic explicit image of any individual, including sexually explicit images of a child. This prohibition applies whether or not the image is of an identifiable person nor whether the age of the individual can be determined. This prohibition includes images of known and unknown individuals and those generated by artificial intelligence.

**This policy shall be incorporated into the Code of Student Conduct and treated as a Class 3 or 4 violation depending on the severity of the offense.**

## **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 ensure 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, trancies 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 the 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.

**STUDENT DISCIPLINE**

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 or bothering 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 such as hand holding
- 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 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 only when the teacher has implemented the classroom management plan.

## **CLASS II VIOLATIONS**

- 2.01 Excessive Class I violations as determined by the principal or designee
- 2.02 Excessive tardiness -Repeatedly reporting late to school or class
- 2.03 Unauthorized absence from class or classes.
- 2.04 Leaving class without permission.
- 2.05 Providing false information or refusal to provide information to a School System employee
- 2.06 Unauthorized use of school or personal property. Including unauthorized student fundraising.
- 2.07 Use of profane language or obscene manifestation (verbal, written, gesture directed toward another person)
- 2.08 Intimidating behavior – Knowingly pursuing a pattern of conduct, whether physical, verbal, written or electronic, that is intended to annoy, intimidate, extort, alarm, or terrorize another person.
- 2.09 Reckless operation of a vehicle on school campus
- 2.10 Flagrant or indecent dress code violation
- 2.11 Abuse or misuse of computers, programs, or technological equipment
- 2.12 Possession of cards, dice, and any other gambling devices or paraphernalia on School System property
- 2.13 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
- 2.14 Inappropriate display of affection – Including but not limited to, embracing and kissing
- 2.15 Unauthorized use of cell phones and devices during regular school hours.
- 2.16 Unauthorized organizations – any attempt to use the school day for activities that are not school related, school sponsored or approved.
- 2.17 Any other violation which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances

## **DISCIPLINARY ACTION/MINOR OFFENSES - CLASS II**

### **Administrative Options for Elementary Students (Grades K-5)**

- 1. In-school conference and parental or guardian contact when warranted.
- 2. Parental contact and disciplinary action.
- 3. In-School disciplinary action such as change in student's seating, detention, in-school suspension, suspension at the discretion of the principal or designee, or work assignments before or after school.
- 4. Repetitive Class II offenses will become a Class III

### **Administrative Options for Secondary Students (Grades 6-12)**

- 1. In-school conference and parental or guardian contact when warranted. Special circumstances may warrant disciplinary action as outlined under subsequent offenses.
- 2. In-school disciplinary action such as change in student's seating, detention, in-school suspension, Saturday School, suspension at the discretion of the principal or designee, or work assignments before or after school. Parking privileges at Carroll High School will be revoked.
- 3. Repetitive Class II offenses will become Class III offenses.

## **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 Theft of property, stealing, larceny – 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 Receipt, possession, or transfer of stolen property with the knowledge or reasonable suspicion that it was stolen.
- 3.04 Repeated directed or non-directed use of profane language or obscene manifestations towards a school board employee.

- 3.05 Biting and or spitting
- 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 Inappropriate conduct of a sexual nature
- 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. Students may not solicit, use, or possess any tobacco product. Violations will be handled in the same way as all other alcohol, tobacco, and drug violations.
- 3.15 Possession, sale, or use of any/all CBD products.
- 3.16 Written or verbal proposition to engage in sexual acts
- 3.17 Involvement in an altercation physical or verbal that does not constitute a CLASS IV offense.
- 3.18 Unjustified activation of fire alarm system or fire extinguisher
- 3.19 Possession, igniting, or use of fireworks or firecrackers, etc.
- 3.20 Leaving campus without permission.
- 3.21 Bullying – A continuous pattern of repeated, aggressive, disruptive, and intentional behavior, by the same person and/or persons including, but not limited to, hazing, harassment, intimidation, threats of violence, or menacing or violent acts that are intended to cause distress upon one or more students and does not constitute a CLASS IV offense.
- 3.22 Inappropriate recording, capturing, or distributing video and pictures on an electronic device (inappropriate pictures/altercations/activities/videos/social media posts)
- 3.23 Any other violation which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances.

### **DISCIPLINARY ACTION/INTERMEDIATE OFFENSES - CLASS III**

#### **Administrative Options for Elementary Students (Grades K-5)**

- 1. Parental or guardian contact and disciplinary action.
- 2. In-School Suspension.
- 3. Suspension for one (1) to ten (10) school days.
- 4. Recommendation for alternative placement.
- 5. Recommendation for expulsion.

#### **Administrative Options for Secondary Students (Grades 6-12)**

- 1. Appropriate disciplinary action which may include referral to Juvenile Court.
- 2. Parking privileges at Carroll High School will be revoked, and parent/guardian/emergency designee must sign their child into and out of school with the ISS Teacher each day.
- 3. Assignment to In-School Suspension or recommendation for Alternative Placement.
- 4. Suspension (1 to 10 days).
- 5. Recommendation for expulsion.

### **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 of more than \$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 Possessions of weapons/firearms - Possession of weapons/firearms: (possession means on your person, in your property, locker or vehicle).
- 4.14 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.
- 4.15 Unlawful sale, use, purchase, transfer, furnishing or giving, or possession of illegal drugs or drug paraphernalia or alcoholic beverage. (Possession means on your person, in your property, locker or vehicle.)
- 4.16 Accessing or changing information in school computers or technology systems to endanger or cause harm to another individual
- 4.17 Any other offense which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances.
- 4.18 Crimes as defined under the laws of the City of Ozark, the State of Alabama, or the United States of America
- 4.19 Sexual harassment – Any sexual advances, request for sexual favors, use of vulgar or sexually explicit verbal or written comments, gestures, or conduct, obscene or sexually explicit pictures, sexually oriented “kidding,” teasing, or practical jokes directed toward another person or offensive to a third-party observer, including unsolicited written or verbal proposition to engage in sexual acts.
- 4.20 Gang Affiliation/Paraphernalia- Possession of gang paraphernalia, gang related materials or dress, recruitment of gangs (any act/ behavior that communicated in any manner the recruitment, initiation, coercion, hazing, intimidation, revenge, retribution, or retaliation for gang membership or gang related activity. This includes disruption of school property or school sponsored activities)

## **DISCIPLINARY ACTION/MAJOR OFFENSES – CLASS IV**

### **Administrative Steps for Elementary Students (Grades K-12)**

- 1. Immediate suspension pending an administrative hearing
- 2. Referral to law enforcement
- 3. Investigate to see if expulsion is warranted (note: a manifestation hearing is required to be held for any student who is in the Special Education program or the 504 program)
- 4. Expulsion recommendation if warranted
- 5. Expulsion for a minimum of one year if a student is found to be in Possession of Firearm
- 6. If expulsion is not warranted, ISS or recommendation for alternative placement, consideration will be given to the age of the child, seriousness of the offense, and prior offenses.

## **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 electric 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 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).**

#### **Violation of Bus Rules**

Major/ Minor Offenses include disruptive behaviors that interfere with transporting students in Ozark City Schools' jurisdiction. Bus drivers are expected to manage general bus disruptions and distractions. When the action taken by the bus driver is ineffective or the disruption is severe, the bus driver may write a bus referral for a major or minor offense. The referral is submitted to the school principal for disciplinary action. Suspension from bus transportation does not excuse the student from school attendance. It is the parent/ guardian's responsibility to ensure students are transported to and from school. Students **MUST** be responsible for their own conduct while on the bus, ensuring their actions do not risk their safety or the safety of others.

#### **Major Offenses**

1. Profanity/threats directed towards the bus driver
2. Tampering with emergency equipment/unauthorized use of bus emergency door or window
3. Throwing objects on/out of the bus
4. Possession and/or use of tobacco products or any controlled substances to include vapes, e-cigarettes, and CBD products
5. Bullying and/or fighting
6. Possession, threat or use of weapons, explosives or flammables
7. Vandalism to the bus (restitution will be made)
8. Hanging out the windows
9. Spitting out the windows
10. Sexual offense/Sexual harassment

### **Consequences for Major Offenses - Grades K-12**

1. Student will be suspended for a minimum of (2) up to 10 days depending on the severity of the incident and may lose bus privileges. This must be approved by the Office of Student Support Services.
2. Proposal for Due Process/Expulsion (Principal/Transportation Director)
3. Restitution will be required, if warranted
4. Loss of bus privilege for up to one year
5. Law enforcement may be called for criminal prosecution

### **Minor Offenses**

1. False identification (failing to give the bus driver your name)
2. Excessive noise
3. Horseplay
4. Eating/drinking/littering on the bus
5. Profanity, verbal abuse, harassment, obscene gestures or possession of unacceptable material
6. Getting on/off at an unassigned stop
7. Playing cards on the bus
8. Use of electronic devices on the bus
9. Using body products on the bus
10. Riding a bus while suspended
11. Delaying a bus schedule
12. Refusing to stay seated
13. Refusing to obey driver's instructions
14. Disruptive behavior
15. Other offenses as reported by the driver or principal

### **Consequences for Minor Offenses - Grades K-12**

**First Violation:** Student will receive warning notice to allow parent/guardian to take corrective action

**Second Violation:** Student will receive up to two (2) days suspension from bus

**Third violation:** Student will receive up to three (3) days suspension from bus. Continued violations by a student will result in the loss of bus privileges

### **Special Education Bus Suspensions**

Whether a bus suspension would count as a day of suspension would depend on whether the bus transportation is part of the child's IEP. If the bus transportation is part of the child's IEP, a bus suspension would be treated as a suspension unless the public agency provides the bus service in some other way because that transportation is necessary for the child to obtain access to the location where all other services will be delivered. If the bus transportation is not part of the child's IEP, a bus suspension would not be a suspension. In those cases, the child and his or her parents would have the same obligations to get the child to and from school as a non-disabled child who had been suspended from the bus. However, education agencies must address whether the behavior on the bus is similar to behavior in the classroom that is addressed in an IEP and whether bus behavior should be addressed in the IEP or in a behavioral intervention for the child.

**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 incidents 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 CARRY ON 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 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 K-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 ACADEMY**

The Eagle Academy provides an alternative educational program. Students in grades 6 – 12 may be assigned to receive their education at the Eagle Academy. If assigned to the Eagle Academy, students will comply with the Eagle Academy Handbook and the OCS Student Handbook. Transportation may **not** be provided.

### **EAGLE ACADEMY ELEMENTARY**

Eagle Academy Elementary provides an alternative educational program. Students in grades k-5 may be assigned to receive their education in the Behavior Learning Center. If assigned to the Behavior Learning Center, students will comply with the Behavior Learning Center Handbook and the OCS Student 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 educational 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 Webpage 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](http://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 2023-2024 school year will be October 2.



# Addressing Concerns at School

In Ozark City Schools, we care about each and every student. We also believe that open and honest communication between parents and teachers is a key to student success. Thank you for partnering with your child's teacher and school to address any concerns.



**01**

## Teacher

First, talk to your child's teacher, sponsor, or coach for assistance. Most concerns can be resolved at the classroom level.

**02**

## AP/Counselor

If the concern is not resolved at the classroom level, please visit with your child's assistant principal or counselor.

**03**

## Principal

If working with the assistant principal does not resolve the issue, please meet with the school principal.

**04**

## Central Office

If the issue persists, please call 334-774-5197 to speak with the assistant superintendent or director assigned to your area of concern.

**05**

## Superintendent

If your concern has not been resolved to your satisfaction, please contact the Superintendent of Schools.



## **SCHOOL HOURS BY CAMPUS**

### **Lisenby Primary School**

School begins promptly at 8:00 AM. Students arriving after this time will be tardy. Parents must accompany students arriving after 8:00 AM into building to sign them in.

Dismissal for **preschool** students begins approximately at 2:30 PM.

Dismissal for **K-2** students begins approximately at 2:55 PM.

### **Mixon Intermediate School**

Front/Main Entrance opens at 7:30 AM

Tardy bell rings at 7:45 AM – *Students checked in after 7:50 AM will be marked tardy.*

Car riders must be picked up by 3:15 PM.

### **D. A. Smith Middle School**

School opens at 7:15 AM

Tardy bell rings at 7:45 AM

Dismissal is from 2:52 – 3:00 PM

### **Carroll High School**

Take in bell rings at 7:40 AM

Tardy bell rings at 7:45 AM

Dismissal is at 3:00 PM

## **DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Ozark City Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Ozark City Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the board to the contrary. The primary purpose of directory information is to allow Ozark City Schools to include information from your child's education records in certain school publications. Examples include: a yearbook, a program for a school event, honor roll and other recognition lists, graduation programs, and sports media sheets.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Ozark City Schools to disclose any or all of the types of information designated as directory information from your child's education records without your prior written consent, you must notify Ozark City Schools in writing within 10 school days of the student's enrollment date each year.

**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 sign and return this page to your student's school. Thank you!***