

Opelika High  
School



**S**tudent

**Handbook**

2011- 2012



1700 Lafayette Parkway  
Opelika, AL 36801  
334-745-9715



***ALMA MATER***

*Dear O.H.S.*

*You are the school for me,  
With your dear colors of red and black  
Leading us, guiding us  
Down the track.*

*Dear O.H.S.*

*We're bound in loyalty  
To serve thee ever,  
Forget thee never,  
Our dear O.H.S.*

OPELIKA HIGH SCHOOL  
**STUDENT HANDBOOK**  
**2011— 2012**

**SUPERINTENDENT OF OPELIKA CITY SCHOOLS**

Dr. Mark Neighbors

**OPELIKA HIGH SCHOOL ADMINISTRATION**

Dr. Farrell Seymore . . . . . Principal  
Jenise Hampton . . . . . Assistant Principal  
Amanda Holmes-Fowler . . . . . Assistant Principal  
Russ Hardwick . . . . . Assistant Principal  
Donna Williamson . . . . . Activities Director

**BOARD OF EDUCATION**

O.D. Alsobrook . . . . . Chair  
Joe Pinkard . . . . . Co-Chair  
Katy Leonard . . . . . Member  
Robert Meadows . . . . . Member  
Patsy Parker . . . . . Member

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

1700 Lafayette Parkway  
Opelika, Alabama 36801-3199  
Telephone (334) 745-9715

**AMERICANS WITH  
DISABILITIES ACT SPECIALIST**

The ADA Specialist for Opelika City Schools is the Asst. Superintendent for Administration, Mr. Kenneth Burton, Opelika City Board of Education, P.O. Box 2469, Opelika, Alabama 36803-2469, telephone (334) 745-9700, fax (334) 745-9721.

**DRUG & ALCOHOL  
INTERVENTION PROGRAMS**

Students wishing to receive assistance in dealing with drug or alcohol related problems may do so by making appointments with a counselor or an administrator. No disciplinary action will be taken against a student seeking help, and all information will be kept in confidence.

**OPELIKA HIGH SCHOOL IS A  
TOBACCO-FREE ENVIRONMENT.**

**NON-DISCRIMINATION  
STATEMENT**

The Opelika City Board of Education is an equal educational opportunity agency and prohibits discrimination in any of its education programs, including employment, on the basis of sex, race, religion, national origin, color, age, disability, or reprisal.

The following people have been designated to handle inquiries regarding the non-discrimination policies: Mr. Kenneth Burton, Section 504 and Title IX Coordinator; Dr. Brenda Rickett, Title VI Coordinator, PO Box 2469, Opelika, AL 36830-2469; phone (334) 745-9700; fax (334) 745-9721.

**SAFE SCHOOL POLICY**

The Opelika City Board of Education and Opelika High School personnel believe that a businesslike, orderly and safe atmosphere must be maintained at all times. It is the responsibility of all students and staff members to adhere to self-discipline and conduct themselves with respect and consideration for the rights of others.

It is the responsibility of each school staff member to enforce the policies of Opelika High School and the Opelika City Board of Education to ensure that every individual is given the best and safest environment in

which to work and learn.

The entire staff of Opelika High is committed to creating and maintaining a safe educational environment and to ensuring that the rights and human dignity of every member of the education community are respected.

Discrimination in regards to race, religion, color, national origin, gender, age or handicap is against all that we believe in and strive to achieve. Sexual harassment is discrimination and is reprehensible. Neither sexual harassment nor sexual assault will be tolerated. Violent Behavior and Discrimination Have No Place In This School and Will Not Be Tolerated!

It is the policy of Opelika High School to promptly investigate and seek equitable resolution of allegations of any form of discrimination.

**CHILD FIND**

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

**SECTION 504 OF THE  
REHABILITATION ACT**

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

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**Dear OHS Students:**

I want to welcome you to another great year at Opelika High School. We hope that you find this handbook a helpful resource as you continue your educational journey. We endeavor to make this year your most memorable while offering a world-class program.

As Walt Disney stated, “Our greatest natural resource is the minds of our young people.” Given this tenet, we want this year to be a growth experience that will be unparalleled. At OHS, we invite you to be your best.

*Farrell Seymore*  
Principal

**Belief Statements of Opelika High School**

- A safe and supportive learning environment promotes student achievement.
- The goal of our educational program is to prepare students to become contributing members of society.
- Students not only need to develop a deep understanding of essential knowledge and skills, but also need to develop the capacity to apply their learning to reason to solve problems, and to produce quality work.
- All students can learn.
- Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- Teachers, administrators, parents, and community members share the responsibility for advancing the school system’s mission and goals.

**Vision Statement of Opelika High School**

The mission of Opelika High School is to provide experiences enabling each student to become a lifelong learner, to enter the work force with the necessary skills, and to achieve academic and personal potential.

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**OPELIKA HIGH SCHOOL  
STUDENT GOVERNMENT ASSOCIATION**

**President . . . . . Kyndl Young**

**First Vice President . . . . . Diamond Bedell**

**Second Vice President . . . . . MJ Burton**

**Secretary . . . . . April Wade**

**Treasurer . . . . . Ivy Williams**

**Historian . . . . . Cokie Howard**

**Parliamentarian . . . . . Alana Jones**

**Dear OHS Students:**

Welcome to the 2011-2012 school year at Opelika High School! The Student Government Association (SGA) is very enthusiastic about the upcoming year and all of the new and exciting events and activities we have planned. We proudly sponsor many student and faculty events including the Homecoming activities, the Blue Jean Ball, Beat Auburn Week, Operation Christmas Child, faculty luncheons, Teacher of the Year, Teacher Appreciation Week, and our semi-annual candy-gram sales. To be successful, the SGA needs the support and participation of the entire student-body and faculty. We encourage every student to become involved in the various clubs, organizations, sports, and activities that OHS offers. We want this year to be a fun and enjoyable experience full of lifelong memories for everyone.

The Student Government Association would also like to welcome all new and returning administrators, faculty, staff, and students. We would like to especially welcome our new Principal, Dr. Seymore. Let's all work together to make this year a success for everyone, and as always . . . GO DAWGS!

*Kyndl Young*  
SGA President

## ACADEMIC INFORMATION

### Academic Program/Reception

A special Awards Program designed to honor all students who have excelled academically will be hosted by the school faculty and administration during the 2<sup>nd</sup> term of the school year.

### Academic Requirements for Graduation

Graduation from senior high school is based upon units earned in grades 9, 10, 11 and 12 and successful passage of all sections of the Alabama High School Graduation Exam. Refer to the chart on page 8 for the exact number of units required at each grade level.

All students must pass four (4) years of English, science, social studies, and math—including Algebra I and geometry and one half-credit in computer applications, fine arts and health education.

It is the responsibility of each student to understand the requirements for graduation, and he/she should develop a plan designed to meet those requirements. All students must carry eight (8) academic units of work per year, four (4) each term. Students must select a plan of study that will enable them to earn a standard diploma, an advanced diploma, or an occupational diploma. All Required Courses Must Be Successfully Completed.

### Athletic Eligibility

Students entering the 10th, 11th and 12th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least six new Carnegie units with a minimum composite numerical average of 70 in those six units. Four core courses must be included in those units passed and averaged. English, mathematics, science and social studies are core curriculum courses.

Students entering the 9th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least five new subjects with a minimum composite numerical average of 70 in those five subjects.

Students may regain eligibility at the end of the first semester by meeting the same requirements listed above during their last two semesters in attendance and summer school, if applicable. All first semester work used in regaining eligibility must be completed by the fifth day of the second semester.

## **Building Based Student Support Team / Problem-Solving Team**

The Building Based Student Support Team / Problem-Solving Team is a designated school-based committee designed to meet the needs of general education at-risk students. The team consists of regular education teachers, administrators, counselors and others as needed. The team addresses discipline, drop-out academic and behavioral student challenges. For further information contact Opelika High School's guidance office or principal.

## **Cheating Policy**

*Cheating is the unauthorized giving or receiving of information.*

If a student is determined to be cheating, the following consequences may be enforced:

### **First Offense**

1. Zero for that activity and
2. Parents notified by the teacher;

**Subsequent Offenses** will be referred to the office and will result in suspension.

## **Credits Required for Promotion**

From 9th to 10th	5
From 10th to 11th	12
From 11th to 12th	18
To Graduate	26

Students who are behind in credits may attend an approved summer school program. If summer school is not available, each student must discuss other options with guidance personnel.

## Alabama High School Diploma Options Opelika City Schools

### Alabama High School Diploma\*

English	4 Credits	4 English courses
Math	4 Credits	Algebra I, Geometry, 2 math electives
Science	4 Credits	Biology, A Physical Science, 2 science electives
Social Studies	4 Credits	World History, US History 10 & 11, Govt/Econ
PE	1 Credit	No Substitution
Health	½ Credit	
Art	½ Credit	
Computer Application	1 Credit	Usually BTA
Electives	7 Credits	
Total	26 Credits	

**AHSGE** – pass all five parts (Reading, Language, Math, Science/Biology, Social Studies)

### Advanced Academic Diploma with Honors\*

English	4 Credits	At least three Honors/AP English courses
Math	4 Credits	Algebra I, Geometry, Algebra II w/ Trigonometry, 1 math elective
Science	4 Credits	Biology, A Physical Science, 2 Advanced Science Electives
Social Studies	4 Credits	World History, US History 10 & 11, Govt/Econ
PE	1 Credit	No Substitution
Health	½ Credit	
Art	½ Credit	
Computer Application	1 Credit	Usually BTA
Foreign Language	2 Credits	One Language
Electives	5 Credits	
Total	26 Credits	

**AHSGE** – pass all five parts (Reading, Language, Math, Science/Biology, Social Studies)

## Advanced Diploma

English	4 Credits	At least one Honors/AP courses
Math	4 Credits	Algebra I, Geometry, Algebra II w/Trigonometry, 1 math elective
Science	4 Credits	Biology, A Physical Science, at least 1 adv science
Social Studies	4 Credits	World History, US History 10 & 11, Govt/Econ
PE	1 Credit	No Substitution
Health	½ Credit	
Art	½ Credit	
Computer Application	1 Credit	Usually BTA
Foreign Language	2 Credits	One Language
Electives	5 Credits	
Total	26 Credits	

**AHSGE** – pass all five parts (Reading, Language, Math, Science/Biology, Social Studies)

## Credit-Based Diploma

English	4 Credits	4 English courses
Math	4 Credits	Algebra I, Geometry, 2 math electives
Science	4 Credits	Biology, A Physical Science, 2 science electives
Social Studies	4 Credits	World History, US History 10 & 11, Govt/Econ
PE	1 Credit	No Substitution
Health	½ Credit	
Art	½ Credit	
Computer Application	1 Credit	Usually BTA
Electives	7 Credits	
Total	26 Credits	

**AHSGE** – pass three parts: Reading, Math, and one other from Language, Biology, Social Studies

## Additional Endorsements Available for All Diploma Options

### Career/Technical Endorsement

Must have taken 2 Career/Technical courses in one area

### Advanced Career/Technical Endorsement

Must have taken 3 Career/Technical courses in one area OR 2 Career/Technical courses and 1 academic course related to the career objective

## Diploma or Exit Options

### Alabama Occupational Diploma (AOD)\*\*

Only available to students with disabilities as defined under IDEA—24 required credits. Complete Career/Employment Portfolio. Prepares students for competitive employment and limited additional post-school options.

### Graduation Certificate

Only available to students with disabilities as defined under IDEA—24 required credits or pass the Graduation Exam or Complete the Individualized Education Program (IEP). Prepares students for their post-transitional goals and may not be accepted by postsecondary institutions, military recruiters, and some employers.

\*Students pursuing the Alabama Occupational Diploma who complete the required AOD coursework and pass all sections of the Alabama High School Graduation Exam will be awarded the Alabama High School Diploma.

\*\*Students graduating with the AOD or CERTIFICATE are entitled to a free appropriate public education until they exit school with an AHSD or they reach age twenty-one.

**ALL ALABAMA HIGH SCHOOL DIPLOMA/EXIT OPTIONS DETAILED ABOVE ENTITLES THE RECIPIENT TO ALL GRADUATION ACTIVITIES AND CEREMONIES.**

Please contact the OHS guidance department for further explanation.

### Graduation Participation Requirements

To receive any diploma and participate in Graduation Ceremonies, a student must pass at least 3 parts of the Alabama High School Graduation Exam including the Math Test and the Reading Test and the minimum requirements as stated on pages 8-9.

### Grading Scale

90—100	A
80 — 89	B
70 — 79	C
60 — 69	D
Below 60	F

### Exemption from Term Exams

As a reward for good attendance and academic achievement, students who meet the criteria listed below will be eligible to exempt exams according to the following chart.

Grade	Term One (Fall)	Term Two (Spring)
9	1	1
10	1	1
11	2	2
12	2	All

1. No more than two (2) cumulative absences (including absences due to check-ins/check-outs but excluding school functions) with an “A” average in the class to be exempted;
2. No more than one (1) cumulative absence (including absences due to check-ins/check-outs but excluding school functions) with a “B” average in the class to be exempted;
3. No absences (including absences due to check-ins/check-outs but excluding school functions) with a “C” average in the class to be exempted.
4. No more than five (5) tardies to the class whose exam is to be exempted. Tardies to a class count for that class only.
5. Students with outstanding financial obligations do not qualify for exemptions.
6. Approved school activities are not counted as absences.
7. An absence from a class is defined as more than thirty (30) minutes missed from that class. An absence from a class counts as an absence from that class only.
8. Although neither ISS nor Tier II count as an absence. Students assigned for disciplinary or behavioral infractions are not eligible for exemptions.
9. Students who qualify and are approved to exempt an exam **DO NOT** have to attend class during the exam time. This applies to all grading periods. However, if a student is on campus, he/she must report to his/her assigned class.
10. The Friday of Baccalaureate practice is the last official attendance day for seniors who have met all graduation requirements. However, seniors who are taking exams are strongly encouraged to attend class in order to review.
11. All students who wish to exempt their exams must have one of the media specialists sign off on their exemption forms.
12. Any student who wishes to exempt exams must have a parent sign his/her exemption form.

### **Senior Retakes of Term Exams**

A senior may retake a final examination one time if the following conditions exist:

1. The student has a passing grade in the course prior to the exam.
2. Failure of a final exam results in course failure.
3. Credit for the course in question is required for graduation.

The date and time for the retake will be determined by the course teacher. Any appeals for exceptions to this policy will be made to an appeals committee composed of the principal, senior counselor, and the teacher of the course in question.

**Progress Reports**

Academic progress reports will be sent home every 4 1/2 weeks. Each parent is to have his or her child returned the signed progress report to his or her first block teacher. For specific dates that the progress reports will be sent home, contact the school’s main office.

**I NOW**

Parents and students can view grades, class schedules, attendance records, discipline reports, activity announcements and notes from teachers by accessing the school system’s web site [www.opelikaschools.org](http://www.opelikaschools.org). At the beginning of the school year, a student number and personal identification number will be assigned to each student. Parents may contact the school’s main office for more information.

**TERM EXAMINATION SCHEDULE  
2011 — 2012**

Students should follow the exam schedule each morning. Students are not allowed in the halls during exam periods.

**First Term**

Students who take alternating-day classes which meet on Friday, Dec. 16, will take their exams on that day during the regularly scheduled time for those classes. Students of other alternating-day classes will take their exams during the exam schedule.

**Monday, Dec. 19, 2011** . . . . . 1st Block and 2nd Block Exams

**Tuesday, Dec. 20, 2011** . . . . . 3rd Block and 4th Block Exams

**Second Term (If 0 days missed)**

Students who take alternating-day classes which meet on Tuesday, May 22, will take their exams on that day during the regularly scheduled time for those classes. Students of other alternating-day classes will take their exams during the exam schedule.

**Wednesday, May 23, 2012** . . . . . 1st Block and 2nd Block Exams

**Thursday, May 24, 2012** . . . . . 3rd Block and 4th Block Exams

## Opelika High School 2011-2012 Test Schedule

TEST	DATE	STUDENTS	PLACE	TIMES
ACT	9/10	All Students	TBA	a.m. Session
Alabama H.S.- Grad. Exam	9/19 to 9/23	Fresh. Completion of Alg.I, Biology; Repeat Juniors & Seniors	TBA	a.m. Sessions
PLAN	9/28	Sophomores	OPAC	a.m. Session
SAT	10/01	All Students	TBA	a.m. Session
PSAT	10/26	Sophomores & Juniors	TBA	a.m. Session
ACT	10/22	All Students	TBA	a.m. Session
SAT	11/05	All Students	TBA	a.m. Session
SAT	12/03	All Students	TBA	a.m. Session
Alabama H.S.- Grad. Exam/ Exit Exam	12/05 to 12/09	Repeat Juniors & Seniors	TBA	a.m. Sessions
ACT	12/10	All Students	TBA	a.m. Session
SAT	1/28	All Students	TBA	a.m. Session
ACT	2/11	All Students	TBA	a.m. Session
Alabama Alt. Assess.	3/05 to 3/23	TBA	TBA	TBA
SAT	3/10	All Students	TBA	a.m. Session
Alabama H.S.- Grad. Exam	3/19 to 3/23	Fresh. Completion of Alg.I, Biology; Soph., Juniors, & Seniors	TBA	a.m. Sessions
ACT	4/14	All Students	TBA	a.m. Session
SAT	5/05	All Students	TBA	a.m. Session
AP Calculus	5/09	AP Applicants	TBA	a.m. Session
AP Eng. Lit.	5/10	AP Applicants	TBA	a.m. Session
AP US History	5/11	AP Applicants	TBA	a.m. Session
AP Biology	5/14	AP Applicants	TBA	a.m. Session
AP Gov't & Pol.	5/15	AP Applicants	TBA	a.m. Session
AP Lang. & Comp.	5/16	AP Applicants	TBA	a.m. Session
AP Microecon.	5/17	AP Applicants	TBA	p.m. Session
SAT	6/02	All Students	TBA	a.m. Session
ACT	6/09	All Students	TBA	a.m. Session

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

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

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

### **Test Information for Students**

During the four years of high school, all students will have the opportunity to take several achievement, college entrance, and aptitude tests. The Alabama State Department of Education requires all sophomores to take the Alabama High School Graduation Exam in the spring of the year. If they pass one or more subject tests of this administration, they will be given credit toward graduation for passing the subject test(s). Those who do not pass a subject area will have opportunities to retest before the end of their senior year.

Other tests used to help students determine their eligibility for college, scholarships or to diagnose their weaknesses and strengths include the Preliminary Scholastic Aptitude Test offered to tenth and eleventh grade students and the ACT or SAT offered to the eleventh and twelfth grade students. The ACT will be administered at Opelika High School on all test dates. The SAT will be administered at Auburn University. Information concerning the PSAT, ACT, SAT, and other college entrance exams is available in the Guidance Office. *See page 13 for the test schedule for this school year.* Tests to qualify for admission to the various vocational college or trade schools are administered at the institutions before students are officially admitted.

Opelika High School is a College Level Examination Program (CLEP). CLEP exams are administered by appointment and set test dates that will correspond with ACT dates.

Students who are planning to apply for scholarships and/or financial aid should contact the guidance office during their junior year or early in their senior year, or they should consult their counselor concerning the test that should be taken to gain acceptance to their school of choice.

### **Advanced Placement Tests**

Opelika High School has been designated an advanced placement school. Any student who would like to take AP courses should contact Mrs. Harwell, Guidance Counselor and School Test Coordinator. AP tests will be administered in May. Most colleges will accept AP credit. Cost: Approximately \$85.00 per test.

## OHS ATTENDANCE POLICIES

Regular, punctual attendance practices are essential for academic success. Regular attendance facilitates the development of academic skills needed to function in our society. For students to receive the maximum benefit of the educational opportunities available at Opelika High School, it is essential that they be consistent and punctual in attendance. Although work missed during an excused absence can be made up, the actual experience of that class can never be achieved. Any student who has a passing grade for a class in which he has more than ten (10) absences including OSS must attend the AMOS program to receive credit; otherwise, a credit cannot be earned for that class. See additional information about the AMOS program at the bottom of this page.

The student's attendance record is available on-line at I NOW. However, it is ultimately the responsibility of the parent or guardian and the student to ensure that the school's attendance requirements are met.

### Student Absences

When it is necessary for a student to be absent, a parent should make immediate contact with OHS personnel. The full responsibility for make-up work rests with the student. The teacher's only responsibility is in providing the assignment and permitting the make-up tests at his/her convenience. However, make-up work is only permitted for excused absences, and the student must make arrangements with the teacher within two (2) days after returning.

- **Admission Slips:** Immediately following an absence, the student should present to the 1st block teacher a written note explaining the absence. Admission excuses must include the student's name, date, reason for absence(s), parent's signature and a phone number. The written excuse is acceptable only if signed by a parent or guardian of the student. If a student fails to bring an appropriate written excuse the third day after the absence, he/she will receive an unexcused coding (UN).
- **Unexcused Absences: A Student Cannot Miss Any Assigned Class Without Permission.** Students absent from school without a parent's permission are considered truant and are subject to disciplinary action. **The consequence for the first and second offense is a three-day assignment to ISS with a required parent conference to readmit to class after each incident. The third offense will result in the student being suspended out of school until an administrative hearing is conducted with the parent(s) and the student.** Students with unexcused absences will be given a zero for all missed work, and they cannot make it up without written permission from the principal. Students with more than five (5) unexcused absences will be reported to Opelika City Schools' truancy office. **A student with more than twenty (20) absences is not allowed to attend the AMOS program and will not receive the credits attempted.**

### A Month of Saturdays (AMOS)

The AMOS Program is Opelika High School's alternative attendance program which provides students with chronic absences a way to earn credits for classes in which they have not complied with the attendance policy. AMOS is managed four (4) consecutive Saturdays of each month that it is offered. It is available to students who have passing grades in the class in question **with more than ten (10) absences but no more than twenty (20)**. Students who qualify for AMOS must make up a previous term's credit only in the designated AMOS session. Students who do not attend AMOS or who are not eligible must retake the course to receive credit.

Students will not be allowed to make up credit using AMOS in the following circumstances:

- Students with unexcused absences due to out-of-school-suspensions
- Students with absences exceeding 20 days
- Students with unexcused absences exceeding 10 days
- Students known to have skipped.

**Doctor's appointments and general sickness do not qualify a student for exemption from the attendance policy or the requirement to attend and participate in the AMOS Program to redeem credits attempted. The program is designed to benefit students with legitimate absences.**

### Check-ins and Check-outs

**NO STUDENT IS TO LEAVE CAMPUS WITHOUT FIRST CHECKING OUT THROUGH THE MAIN OFFICE, AND HE/SHE WILL NOT BE ALLOWED TO LEAVE SCHOOL UNLESS A PARENT, GUARDIAN, OR PARENT-APPROVED EMERGENCY CONTACT PERSON IS PHYSICALLY PRESENT IN THE SCHOOL'S OFFICE AND PRESENTS A VALID PICTURE ID.**

- **Checking-Out:** Checking-out will only be approved after an office visit by a parent who must speak with the assistant principals' secretary or an administrator on the day of the check-out. Parents may be called to approve/verify the check-out. Otherwise, students will not be released. **Each check-out will require a parent to come to the main school office before the student will be released from class.** Any student who leaves campus without adhering to this policy will receive an ISS assignment for each offense.
- **Checking-In:** Students must always check-in through the main school office when arriving to school any time during the day after 8:15 a.m. If the time missed is less than 30 minutes of first block, it will be recorded as a tardy. A check-in after 8:30 counts as an absence for first block. It is the responsibility of each teacher to adhere to this policy consistently.

If the time missed is more than 30 minutes for any particular block, it is recorded as an absence for that class.

**A parent must accompany the student after the fifth check-in. The student will wait in ISS until a parent can be present.**

## College Visits

Two (2) college visits for seniors may be scheduled through of the Guidance Office where forms are available. Forms are to be completed and returned to the Guidance Office.

## Early Dismissals for Driver's License Test

Students will be given an excused absence to take their driver's license test. A Student Enrollment Verification Form from the school office is required at the time of the driving exam.

## School Function

Students who are away from school on a school-related activity are coded as School Function. While these students will miss class(es), the nonattendance days do not count as absences nor do they count toward the students' exam exemption status. Each student will be responsible for making up any missed work.

## Tardy Policy

Class time is valuable and has to be protected as much as possible. For that reason, all students must be seated in their desks by the time the tardy bell stops ringing. All teachers are expected to enforce the tardy policy.

1. The final determination as to whether a student is or is not tardy rests with the teacher.
2. Teachers will manage the excessive tardy problem according to the school wide tardy policy. Students will be allowed three tardies to each class. Students will receive teacher assigned consequences prior to being referred to the office.
  - 4<sup>th</sup> tardy- Parental conference or notification
  - 5<sup>th</sup> tardy- 1 day of principal's detention
  - 6<sup>th</sup> tardy- 2 days of principal's detention .
3. On the seventh and subsequent tardies to any given class, the student must be sent to the designated Assistant Principal with the official tardy form which is to be completed by the teacher.
4. The tardy policy will end with the conclusion of first term and starts over with the beginning of the second term.
5. Students must always check in through the Assistant Principals' Office when arriving to school after 8:15 a.m.

**Tardy Referrals and Consequences** — Students must remember that once the referral process begins for tardies, it is the number of times referred that determines the consequences, not the number of tardies accumulated in each class.

**1st Referral** — 3 days ISS

**2nd Referral** — 5 days ISS

**3rd Referral** — 1 day OSS

**4th Referral** — 3 days OSS

**5th Referral** — 5 days OSS

**6th Referral** — OSS until an administrative hearing is held.

## DISCIPLINE POLICIES

### Conduct

We believe good behavior is a cooperative effort and requires good common sense. If all students adopt the policy that the main purpose of attending school is to receive an education and strive toward that goal, disciplinary problems would be nonexistent.

If approved in advance by the administration, a teacher's classroom rules and policies will be supported. The students will receive copies of the rules, or they will be visibly posted in the classroom.

### Dress Code and General Appearance

The Opelika City Board of Education and administration recognize the effect that student dress and grooming have upon student behavior and commitment to learning. The Board and administration further recognize the role of parents in assisting their children in making appropriate choices regarding clothing, accessories, and personal appearance. In order to maintain an atmosphere conducive to learning, it is required that all students exercise good taste with regard to their personal appearance. Attire considered disruptive or that could present a health or safety problem is not appropriate.

Any clothing, appearance, or personal hygiene and grooming practices that draw an inordinate amount of attention to the individual student are considered inappropriate for school. The dress and/or grooming style of any student must not interfere with the educational process of other students.

- **Students must be neat and clean at all times.** An unkempt or sloppy appearance is not appropriate in the learning environment of school.
- **Male students must have shirts tucked in at all times.** Belt buckles must be visible at all times.
- **Pants, shorts, and skirts that have belt loops must be worn at the waist and with a BELT.** Pants, shorts, and skirts without belt loops must be worn at the waist and should fit properly.
- **Pants worn too low, too long, too large, or too loose are not permitted.** Pajama style pants, snap-aways, and sweatpants are prohibited.
- **Athletic type pants may be worn only during physical education classes.** Athletic type pants include but are not limited to, wind suits pants, nylon gym/athletic shorts, soffes, "Umbros," spandex, sweat pants, and soccer shorts.
- **Students are to wear clothing in the manner it was designed to be worn,** i.e., clothing worn backward or inside out, suspenders undone are not allowed.
- **Students are not to wear clothing that reveals the body in an inappropriate manner.** (Examples: clothing which is too tight, too

short, bare at the midriff, bare at the sides, sundresses, “spaghetti strap” type tops, tank tops, and off-the-shoulder tops, low-cut front or back tops, sheer or see-through clothing, etc. No visible cleavage is allowed. Shorts/skirts may be no shorter than just above the knee.)

**Undergarments should be worn in an appropriate manner and should not be visible.** Clothes with holes in them that reveal the body in an inappropriate manner are not allowed.

- **Students may wear shorts to school under the following stipulations:** Shorts must be hemmed. Old worn/torn, or other type cut-offs, athletic (gym), “Umbro,” “Soffes,” other nylon type, spandex, sweat type, tennis, or swim suit type shorts are not allowed.
- **Student athletes** (Cheerleaders, majorettes, band members, etc.) **may wear required game day attire previously approved by the sponsor and principal.** This policy does not include jogging suits, sweat pants, etc.
- **Skirts, shorts, and dresses must be at or below the knee in front and back. No slits or leg openings may be above mid-thigh.** Whether the student is standing or sitting, the length of skirts and dresses must be appropriate. Spandex pants, leggings, leotards, etc., may be worn only when the article of clothing worn **with them reaches to the knee or below. (Long T-shirts are not allowed.)**
- **Knit pants made out of spandex-type material, even with pockets, will be considered leggings and are not allowed.**
- **Facial and/or tongue jewelry is not allowed for males or females.** Students are not to wear jewelry, ornaments, or accessories, i.e., excessively noisy jewelry and/or belts, that distract from the educational process or interfere with proper speech communication.
- **T-shirts or any other type clothing or personal item bearing a reference to firearms, alcoholic beverages, tobacco products, drugs, drug-related slogans, and/or any other wording, drawings, pictures, etc., which in any way can be interpreted as being “off-color,” suggestive, obscene, offensive, or relating to violence, etc., are not permitted.** “Gang” related slogans, names, apparel, etc., are not permitted in school or at any school-related activities. Gang related items include, but are not limited to, bandanas, washrags, doo rags, etc. These items are not to be worn or to hang from a pants pocket.
- **Caps, hats, bandannas, dew rags, sunglasses, or other headwear are not to be worn during the regular school day.** Headbands, designed to maintain hair placement, will be allowed.
- **Outerwear (coats, sunglasses, gloves, etc.) is not to be worn in the building during normal school time unless temperature or individual medical problems dictate this to be appropriate.** Sweatshirts and lightweight jackets are permitted.
- **All students are required to wear their hair in such a manner that is not considered unkempt, unclean, or impairing vision (spiked**

**hair, clown like hair colors, etc.).** Students should not wear excessive or distracting make-up, i.e., face paint.

- **Students are required to wear appropriate shoes to school at all times--no bare feet.** House slippers, boots with chains, steel toes, or other metal reinforcements or decorations are not allowed.

**Actions for dress Code Violations:**

<b>1st</b> — Administrator’s Warning	<b>5th</b> — 5 days ISS
<b>2nd</b> — 2 days Detention	<b>6th</b> — 1 day OSS
<b>3rd</b> — 1 day ISS	<b>7th</b> — 3 days OSS
<b>4th</b> — 3 days ISS	<b>8th</b> — 5 days OSS

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

**Drug Use**

The possession or use of alcoholic beverages or any controlled substance (drugs) by a student at school or prior to coming to school or while involved in a school function or activity is a serious violation of school policy and will result in immediate indefinite suspension and/ or placement at the Opelika Learning Center. **The Opelika City Police Department Will Be Notified.**

**Fighting**

The following consequences are the maximum penalties for all fights that occur at Opelika High School or at any Opelika High School activity:

1. Immediate removal from the campus / activity and assignment of five (5) days of out-of-school suspension (OSS).
2. The five (5) days out-of-school suspension may be followed by an immediate assignment of five (5) days of in-school suspension (ISS).
3. The Opelika City Police Department may be notified and a written report made by an officer. If the fight warrants a more severe response, the officer will be asked to take further action.
4. If a student participates in more than one (1) fight in any given school year, he / she will be indefinitely suspended and referred to a review committee for consideration of placement. This should not be interpreted that a student will automatically receive an alternative placement recommendation nor that he / she must fight more than once to warrant a review committee meeting.

**CONSEQUENCES FOR NON-COMPLIANCE WITH SCHOOL PERSONNEL / USE OF PROFANITY**

School personnel will take a “zero tolerance” position with students who refuse to comply with adult intervention when they (adults) are attempting to break-up fights. If either, both, or all participants involved do not immediately cease fighting when intervention is made by a school official / employee, the following procedures will be implemented:

1. The Opelika City Police Department will be called for assistance. Additional appropriate responses will be taken by school personnel to reinforce to the participant/participants the inappropriateness of their action and misconduct.
2. During the intervention by an adult, if profanity/inappropriate language is used or used at any time after the participants are separated and before being completely off the campus, the same procedures as stated above will be implemented.
3. Any student who contributes to the disruption during a fight by interfering, inciting disorder, or hindering adult intervention will be subject to disciplinary action. Such behaviors include but are not limited to running to watch or encouraging students to fight.

### **Gambling / Gambling Paraphernalia**

Cards, dice, sports gambling squares, and other gambling paraphernalia are not permitted on campus. These items will be confiscated and held pending disposition of individual offenses. Reminder—gambling is a serious violation of school policy and subject to stern disciplinary action.

### **Suspensions**

Students may be suspended out of school (OSS) for committing infractions of school rules and policies. A parent/guardian conference is required before a student may return. An OSS is considered an unexcused absence; students will not be allowed to make up academic work missed. Suspended students may forfeit their right to hold major school or club offices. A student assigned OSS cannot participate in any school activity during the day or night, nor can he/she be on campus.

The in-school suspension program (ISS) serves as a punitive social consequence for infractions to school policy. Assignments to ISS are for a full day; there are no early dismissals for field trips, doctor's appointments, work, or to participate in class or school activities. Any student who misses partial time must make up a full day. School assignments can be made up, but it is the student's responsibility to ensure the teacher gives him/her the work.

Students assigned to ISS cannot participate in extra-curricular activities during the day of the suspension. However, they can participate in activities that occur after 3:20 p.m.

### **Tobacco**

Students and employees are not allowed to use any form of tobacco during the school day or while on campus. Neither are they permitted to carry tobacco products, cigarette lighters, nor matches. Students caught using tobacco products in the school building, on campus, or at any function sponsored by the school will be subject to appropriate disciplinary action. The 1st offense will result in 3 days ISS; 2nd offense—3 days ISS; 3rd offense—3 days ISS; 4th offense—indefinite suspension.

## **Weapons and Fireworks**

Any student who uses, threatens to use, or is in possession of a knife, club, or any dangerous weapon will be subject to immediate indefinite suspension from school. Any student using or in possession of fireworks is also subject to indefinite suspension. **The Opelika City Police Department Will Be Notified And Proper Charges Filed When Appropriate.**

**CONSEQUENCES FOR ALL ACTIONS THAT ARE NOT COVERED IN THIS HANDBOOK AND INTERPRETATION OF ALL RULES WITHIN THE HANDBOOK SHALL BE DECIDED AT THE DISCRETION OF THE SCHOOL ADMINISTRATION.**

## **EXTRACURRICULAR ACTIVITIES**

### **Clubs and Organizations**

Students are encouraged to develop an interest and become active participants in the extra-curricular programs offered at OHS. **Students interested in any of these activities may request a meeting with any sponsor, director, or coach to learn more about the activity. All interested students are encouraged to apply for the extra-curricular program of their choice.** Detailed descriptions of all organizations can be found in the *OHS Activities Handbook* which will be provided to all students at the beginning of the school year.

### **Eligibility Requirements**

In order to participate in any extracurricular activity at Opelika High School, students must meet the following Opelika City Board of Education regulations for eligibility.

1. Students entering the 9th grade must have passed during the last two semesters in attendance and summer school, if applicable, at least five new subjects with a minimum composite numerical average of 70 in those five subjects.
2. Students entering the 10th-12th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least six new Carnegie units (credits) with a minimum composite numerical average of 70 in those six units.
  - (a). Four core curriculum courses must be included in those units passed and averaged (English, mathematics, science, and social studies are core curriculum courses).
  - (b). Any student that accumulates more than four units of core courses per year may earn less than the required four core courses during the next school year and be eligible as long as the student remains on track for graduation with his/her class.
3. A student that is academically eligible at the beginning of a school year remains eligible for the remainder of that school year as far as grades are concerned.

4. Students declared ineligible at the beginning of a school year may regain their eligibility at the end of the first term by meeting the academic requirements listed above.
5. Only one unit (or subject) of physical education per year may be counted.
6. Several school organizations have academic requirements that are in addition to those listed under #'s 1 and 2. They will be listed in the criteria for membership under the individual organizations.
7. Opelika High School students are expected to maintain a positive discipline record, have a willingness to work, and dedicate the necessary time to each school organization to which they belong.

### **Field Trips**

The responsibility and authority for planning field trips rests with the classroom teacher. Field trips must be approved by the principal prior to final plans. A minimum of two weeks notice is expected, and students must have written parental permission to participate. Also, these rules will apply:

1. Any student who is failing, near failing, or who has accumulated seven (7) or more absences for the current term in a class may not be eligible to participate in field trips or other school activities.
2. Every teacher has the option of not allowing a student to participate in these types of activities based on the reasons listed in statement #1.
3. The teacher should immediately notify the sponsor when he/she becomes aware of a field trip or school activity that involves his/her students who are in violation of meeting these requirements. The principal is the only person who can make an exception to this policy.
4. Students will not be allowed to participate due to obvious needs to remain in class. However, if the trip is for a team competition (academic, athletic, vocational, etc.), the policy may not apply if approved in advance by the principal.
5. Each teacher may determine if a student is or is not performing at his/her best in a particular class. If in the teacher's opinion the student is putting forth his best effort, the teacher is not required to refer that student under this policy.
6. Field trips and other activities that occur away from the school campus must be approved through the principal's office before issuing lists of students' names and before arrangements are made for the trip/activity.

## FACILITIES

### Fire Drills/Severe Weather Drills

Fire and severe weather drills will be held periodically. These guidelines must be observed by all students during a drill or for an actual emergency:

1. Stop all work immediately.
2. Remain silent for instructions.
3. Follow the evacuation plans given; take book bags, purses, and other personal items with you.
4. Move quietly and promptly to your designated area.
5. Remain with your teacher/class.
6. Remain in designated area until an all clear signal is given to return.
7. Return to the classroom in the same manner and through the same exit as you departed.
8. Disruptions during drills or actual procedures will result in very firm disciplinary action.

### Physical Facilities

Students should take pride in the school facilities available for their use. Students and employees share the responsibility for upkeep and security.

### Auditorium

Quiet, courteous manners are expected at all times. Polite listening is as important for a successful assembly as is a good performance. Always give courteous attention during an assembly.

Assembly programs are a beneficial part of the overall school program. Seats will be assigned in the auditorium and students will be expected to sit in their assigned seats.

Every effort will be made to provide interesting, timely, and educationally sound assembly programs. Courteous manners are an absolute necessity; polite listening and cooperation with the people on the stage indicate real maturity. Improper conduct will not be tolerated and any student guilty of making any unnecessary noise or disturbance will be sent immediately to the office for very stern disciplinary action.

Move through the hallways as quickly as possible without running or making unnecessary noise.

#### AUDITORIUM BEHAVIOR CODE

1. Enter quietly and quickly to assigned seats. Before programs begin and during intermissions, polite conversation is permitted with those sitting next to you. There is to be no talking during a performance.
2. When the lights go down or someone approaches the microphone, the audience must get quiet and direct attention to those on stage.
3. Applause is appropriate as a group or a performer moves into place.
4. Applause is appropriate when the performance is completed. This is signaled by the conductor dropping his/her hands or the performers breaking position for a bow.

5. Whistling, yelling, or loud response from the audience is not appropriate.
6. It is never appropriate to move around or leave during a performance. If you are late coming in, do not proceed to your seat during a song, recitation or scene of a play; wait until the break to find your seat.
7. Standing applause is appropriate for an very good performance.
8. Each person is responsible for the care of his assigned seat and should report any physical damage to the seat or seating area prior to the beginning of the program.
9. Please keep your feet on the floor. Never put feet in the seats or on the back of the seat in front of you. Enter rows from the aisles. To change rows, go out to the aisle to move up or back.
10. Dispose of food, drinks, and gum before entering the auditorium.
11. Anyone who does not conform to appropriate behavior expectations will be removed immediately. Punishment for inappropriate behaviors will be commensurate with the offense.

**Future Opportunities For Students To Utilize The Auditorium Is Dependent On Proper Conduct And Behavior.**

### **Mainstreet**

Mainstreet is the focal point of Opelika High School and provides space for many formal and informal activities throughout the year. Students are always expected to display appropriate behavior and manners when using Mainstreet, especially during lunch periods.

### **Media Center**

The Opelika High School Media Center (LRC) houses print and audio-visual materials as well as an internet lab for students and teachers. The LRC will serve as a learning laboratory in all phases of course work offered at Opelika High School. The librarians and library staff encourage all students to take advantage of the services and materials offered in the LRC. The following procedures should be observed at all times when using the these facilities:

1. The LRC will be available for students from 7:30 a.m. until 4:00 p.m.
2. Students desiring to use the LRC before school or during the school day must have a written pass with an appropriate teacher's signature. Always check in at the main desk when entering the LRC. The librarian or library assistants must sign each pass before students are allowed to leave the LRC to return to class.
3. Books, other than reference books, may be checked out for a two-week period and re-checked out by presenting the book at the LRC desk to be recorded. Students are responsible for the care of all materials on leave from the LRC. Periodical and reference books may be checked out for one day.

4. A fine of ten cents (\$.10). a day will be charged for overdue books. Lost or damaged books must be paid for by the person who checked them out from the LRC.
5. Students are not allowed to check out books or other materials for other students.
6. Students must display proper behavior at all times when in the LRC.

### **Parking**

**Once students arrive on campus they should lock their vehicles and immediately leave them when they arrive. Loitering In The Parking Lot Is Strictly Prohibited. Students are not to be in their cars at any time during the day and cannot leave campus at any time without checking out in the office.**

Parking rows closest to the building in the front, back, and side parking lots are reserved for teachers. Students may not park on these rows. The remaining spaces in the front parking lot are reserved for seniors.

All other marked non-faculty parking areas may be used on a first-come basis by students who have purchased an on-campus parking permit and who meet and adhere to the following regulations:

1. **All Students Who Drive And Park On Campus Are Required To Purchase a \$5.00 Parking Permit. Any lost or damaged hang tag will require a student to purchase another hang tag at regular price.**
2. Any student operating a motor vehicle in the school area must have a valid driver's license, tag receipt, and insurance card.
3. All rules apply for drivers of automobiles and/or motorcycles.
4. Motor vehicles brought to school by students must meet the Alabama State Requirements for safety factors.
5. Any student who violates good, safe driving standards or who fails to abide by the school's driving/parking regulations may be forbidden to use his/her vehicle in the school area for an indefinite period of time.
6. The school reserves the right to make necessary adjustments to parking/driving regulations at OHS. Refusal to observe these regulations could result in the revocation of parking and/or driving privileges and appropriate disciplinary action being taken.
7. No student-driven vehicle shall use an illegal muffler, air horn, or other noise-making device in the school area.
8. Parking permits must always be displayed on the interior rearview mirror while on campus.
9. Seniors have first choice for reserved parking in the front student lot.
10. Parking permits will be sold at OHS during published, designated times.

11. A senior may not buy a parking permit for an underclassman. Students found guilty of this offense may have their parking privileges revoked. When purchasing parking permits, students must have in hand their driver's license, current registration information, and proof of insurance coverage for the vehicle.
12. Students must comply with all parking signs or markings. The following are NO PARKING areas:
  - a. Grass areas on campus.
  - b. Curbs in front parking lot.
  - c. Area next to band room.
  - d. Curbs on drive in front & rear of building.
  - e. All curbs painted yellow.
  - f. Handicap parking spots.
13. **Parking Lots Are Off Limits To Students During School Hours.**  
Unless checking in, students who are in the parking areas during the school day without proper permission will receive appropriate disciplinary action.
14. Violations of parking regulations may result in the vehicle being towed at the owner's expense.
15. **The school assumes no responsibility for damages to vehicles parked on the campus.**

### Visitors

Permission will not be granted to bring visitors to OHS during the school day. We do not allow friends, former students, or others to visit our students at any time. This includes the lunch hour. **REGARDLESS OF THEIR BUSINESS IN THE BUILDING, ALL VISITORS MUST REPORT TO THE OFFICE BEFORE CONTINUING TO ANY OTHER AREA OF THE BUILDING OR GROUNDS.**

Parents are invited and encouraged to visit the school, and parent-teacher conferences are most important in improving the learning atmosphere. Conferences with teachers before or after school must be scheduled through the guidance office.

## GUIDANCE SERVICES

The guidance staff offers individual counseling, group counseling, transcript evaluation, and registration information to all students and parents. Counselors are assigned to students based on the following breakdown:

**Mrs. Cannon**  
Students A - F

**Dr. Ford**  
Students G - M

**Mrs. Harwell**  
Students N - Z

## **PARENTAL RESPONSIBILITIES**

The Opelika High School administration believes that the ultimate responsibility for a student's behavior rests with the student and his/her parent or guardian. Students are to respect adult authority, which includes adherence to all school rules, regulations and procedures. OHS anticipates that parents will be concerned and cooperative in dealing with any behavioral problems which may arise, and expects this cooperation to be made apparent to the child.

### **Parent Advisory Committee**

The Parent Advisory Committee serves as a liaison between the Opelika High School administration and the Opelika community. The PAC discusses with the principal and his staff questions or comments for which parents or students may need assistance.

The PAC helps ensure community-wide participation at Opelika High School. This enhances the probability that each student or parent will know a committee member whom he/she can call and request that a particular matter be discussed either privately or at a committee meeting. This committee meets monthly at OHS. Membership is open to all parents.

## **SCHOOL PROCEDURES**

### **Book Bags**

Students are required to use clear (see-through or mesh) book bags.

### **Bulletins - Posters**

All advertisements, posters, bulletins, etc., must be approved by the club sponsor, the Activities Director, and the principal before they can be placed within the school or on the school campus

### **Cell Phones**

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

1. Students are permitted to use cell phones before entering the building on a school day and after exiting the building at the end of a school day.
2. The use of cell phones for any purpose – including phone calls, text messaging, games, and other functions – is not permitted during the school day or in the building at any time.
3. Cell phones must not be visible during the school day. They should be stored in a secure location (vehicle, pocket, purse, locker, athletic bag, etc.).
4. Cell phones must be turned completely off (not simply on silent or vibrate mode) during the school day.

5. Students participating in field trips, extracurricular activities, and athletic events must get permission from their coach or sponsor for using a cell phone after school hours or on after-school bus trips.
6. At all times, the use of camera phones is strictly forbidden in private areas, such as locker rooms, washrooms, dressing areas, classrooms, and offices. When necessary, camera phone violations may be treated as Level II or Level III offenses. Such use may also be in violation of the criminal code of Alabama.
7. Any phone communication during the instructional day will take place on school telephones with permission from office personnel with the exception of emergency situations deemed by the principal. Parents should continue to call the school for any emergency situation.
8. Students are not to bring cell phones into a classroom where standardized testing is taking place. Teachers will collect any student cell phones in classrooms where standardized testing (AHSGE, Stanford 10/ARMT, Writing Assessment, etc.) is occurring. Phones will be returned in accordance with school policy.
9. Possession of a cell phone by a student is a privilege, which may be forfeited by any student not abiding by the terms of this policy. Students shall be personally and solely responsible for the security of their cell phones. The Opelika City School System shall not assume any responsibility for theft, loss, or damage to a cell phone, or unauthorized calls made on a cell phone.

### **Violations of Cell Phone Policy**

Confiscated cell phones are subject to search by school officials.

**Cell phones may be picked up from the office before or after school only.**

**1st Offense** — Cell phone confiscated and returned to parent.

**2nd Offense**— Cell phone confiscated and returned to parent. The student will be assigned 2 days of after school detention.

**3rd Offense** — Cell phone confiscated and returned to parent. The student will be assigned 3 days of ISS.

**Any Following Offense** — Cell phone confiscated and returned to parent. The student will be assigned 5 days of ISS.

### **Other Electronic Devices**

Other electronic devices such as, but not limited to, digital cameras, camcorders, PDA's, MP3 players, and headphones may not be visible during the instructional day. All items not picked up at the end of the school year will be donated or discarded.

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

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

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

### **Dances**

Only OHS students and their dates will be allowed to attend school dances. Names of dates who are not OHS students must be placed on the Date List with the Dance Sponsor prior to 4:00 p.m. on the day of the designated deadline. All school rules and regulations apply at all school dances. Students who leave the dance will not be readmitted.

#### **Guests**

1. Guest forms are due by 4:00 p.m. on the day of the designated deadline.
2. Only juniors and seniors (as classified by the number of credits earned) are allowed to bring someone who is not an OHS student.
3. No middle school or middle school-aged students are allowed.
4. No one over the age of 20 is allowed.

#### **Tickets**

1. Students must purchase their own tickets. Students may not purchase a ticket for other students. With permission of school officials, parents may purchase their child's ticket.
2. Tickets are non-transferable.
3. Tickets are non-refundable.
4. Ticket sales will not be limited.

#### **Passes Out**

1. Once students enter the dance, they are not allowed to leave and re-enter, even if they pay again.

#### **Dress Code**

1. School Dress Code rules apply for all OHS dances. Guidelines are printed in the Student Handbook.

#### **Rules**

1. Objects that are prohibited at school (such as firearms, weapons, cigarettes, any type of drugs or alcohol) are also prohibited at all OHS dances.
2. Lewd, obscene, and vulgar dancing is prohibited at OHS dances including the following unacceptable movements:
  - Lying on the dance floor (either together or alone)
  - Putting hands on the dance floor
  - Dancing with one student pressed between two other students (commonly known as "sandwiching").

**Expenses (subject to change)**

Graduation Fee	\$50.00
Breakfast	\$1.00
Lunch	Student \$1.75
	Milk \$ .50
	Extra Entree \$1.75
Homecoming Dance Pictures	\$25.00, \$35.00, \$45.00, and \$50.00 Packets
Parking Fee	\$5.00
<i>Perspectives</i> (Student Magazine)	\$10.00
Prom Pictures	\$25.00, \$35.00, \$45.00, and \$55.00 Packets
Prom Tickets	Approximately \$50.00
School Pictures	9 Packet Choices from \$14.00 to \$40.00
Senior Cap and Gown Pictures	4 Packet Choices from \$35.00 to \$125.00
Senior T-Shirts	\$15.00
Student Basketball Ticket (Purchased at School)	\$5.00
Student Football Ticket (Purchased at School)	\$5.00
Summer Reading Books	\$20.00 (Estimated)
<i>Zig-Zag</i> (Yearbook)	\$50.00

**Financial Obligations**

Students must meet all financial obligations before participating in field trips, choral trips, band trips, and athletic camps. Seniors must clear all debts before receiving caps and gowns.

**Food Guidelines at School**

In order to meet new State and Federal health requirements, food items and beverages that have sugar or corn syrup as the first, or main ingredient, and/or high calorie foods (high fat) with low nutritional value, cannot be given to students during the school day. We are asking parents to refer to the approved food list, available in the school office, when they send food items to school for various activities. We encourage parents who provide their child's lunch to use these guidelines as they plan menus. Particularly avoid sending carbonated beverages, candies, and large servings of potato chips, etc. to the school.

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

### **Internet and Other Instructional Technology**

Access to the Internet and other instructional technology programs allows the availability of material that may not be considered to be of educational value in the context of the school setting. This school system has taken many precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials which might be found purposely or inadvertently. Therefore, all students beyond the primary grades in the Opelika City Schools who use the Internet will be required each school year to sign an Internet Ethical Use Agreement which must be co-signed by parents or guardians.

### **Rules and Conditions for Use**

- The transmission of any material in violation of any United States and/or State regulation is prohibited.
- The transmission of any copyrighted material, threatening or obscene material or material protected by trade secret is prohibited.
- The use of the Internet for commercial activities, product advertisement, or political lobbying is not allowed.

### **Network Etiquette**

- Do not reveal your personal address or phone numbers of students or colleagues unless approved by those individuals. E-mail addresses are frequently shared and may be used.
- Be polite. Do not use abusive language in any communication.
- Do not use the network in such a way that you would disrupt the use of the network for others.
- Note: Electronic Mail is not guaranteed to be private. People who operate the system have access to all mail.

Messages relating to illegal activities may be reported to authorities and may result in the loss of use privileges as well as other disciplinary actions.

### **Controversial Material**

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

## Consequences for Violation of this Ethical Use Agreement

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

### Lockers

Lockers will be assigned to students as soon as possible. They should be kept neat, orderly, and locked at all times. Students should report all malfunctions or problems concerning lockers to the assistant principal's office. Do not give your combination to anyone, and do not leave money or valuables in your locker. The school will not be responsible for items stolen from your locker.

**The School Reserves The Right To Search Any Locker Whenever Necessary.**

### Loitering

Loitering is not allowed in any hallway or on campus during the day as well as before or after school hour. After school, students are expected to leave campus promptly unless they are under the supervision of a staff member. Violators of this policy will be subjected to disciplinary action.

**Students are expected to be out of the building and off school grounds by 3:45 p.m.**

### Lunch

#### **SPECIAL DIETARY NEEDS PROCEDURE**

Our cafeteria prepares nutritious meals at school that are in compliance with the dietary guidelines recommended by U.S.D.A. If a student has a special diet or needs due to a physical or medical condition, please contact the Opelika City Schools Child Nutrition Supervisor at 745-9700 for information. A diet prescription and instructions will be required from your child's physician.

Students may buy lunches on a daily basis or purchase certain individual items from an a la carte line. Lunches may not be charged. See lunch prices on page 30.

**STUDENTS MUST BRING LUNCHESES IN THE MORNING OR PURCHASE A SCHOOL LUNCH. COMMERCIAL LUNCHESES MAY NOT BE DELIVERED TO CAMPUS, NOR WILL LUNCHESES BE ACCEPTED IN THE OFFICE. STUDENTS WHO CHECK IN OR OUT MAY NOT BRING A COMMERCIAL LUNCH BACK TO CAMPUS WHEN THEY RETURN.**

**NO FOOD OR DRINK WILL BE ALLOWED ANYWHERE EXCEPT DESIGNATED AREAS OF MAINSTREET.**

Students who bring their lunches to school will eat in the assigned Mainstreet area. Students are not to carry lunch trays from the cafeteria. Students must remain in the Mainstreet area during their assigned lunch period.

### **Moving in Halls**

Students should move as quietly and promptly as possible through the halls. Loitering in the restrooms, common areas, and hallways is strictly prohibited. Students must remain in class, but when they leave they must have an authorized hall pass from their teacher.

### **Non-School Organizations or Activities**

Groups or organizations that are not school-sponsored may not carry on any activity within the school. This policy prohibits selling, soliciting money, posting of announcements, initiations, or meetings during school hours or on the school campus. This policy also prohibits selling products for personal gain.

### **Office Use**

If it is necessary for a student to go to the office, he should have a pass which has been signed by the teacher who has charge of the student for that block. No student should remain in the office unless he/she has been designated as an office assistant during the given period.

**STUDENTS MAY NOT USE THE OFFICE TELEPHONE EXCEPT WHEN GIVEN PERMISSION BY OFFICE PERSONNEL.**

### **Personal Property**

Personal possessions, such as money, clothing, jewelry, etc. are the responsibility of the individual student. These articles should be kept in your possession at all times. It is recommended that students not bring large sums of money or valuable personal property to school. **The school assumes no responsibility for theft or loss of personal property.**

### **Physical Education Regulations**

Students registered for the physical education program must dress out and participate each day unless a medical excuse is filed with the teacher. If a student is to be excused for a particular day or for a brief period, a written excuse from the parent is required. The P.E. teacher will determine when and if a medical excuse becomes necessary for the student to be excused for non-participation.

#### **A. Uniforms for Boys' Physical Education**

1. T-Shirts
2. Shorts
3. Sneakers
4. Socks or golf socks

#### **B. Uniforms for Girls' Physical Education**

1. T-Shirts
2. Shorts
3. Sneakers
4. Socks or golf socks

- C. Each student is responsible for his own valuables. Check items of value with the teacher in charge. **Do Not Bring Money Or Other Valuables To Class!**

D. Students must cooperate in keeping the gym, locker rooms, and bathroom facilities clean.

E. No equipment/apparatus should be used unless a teacher is present.

### **Social Functions**

Social functions held at Opelika High School are for Opelika High School students and guests only. Appropriate identification will be required for admittance. The school exercises the same rights of authority at all school sponsored functions as during the regular school day. **All School Rules and Policies Apply At School-Sponsored Activities.**

### **Telephone Use (Office)**

The office telephone is not to be used by students unless it is an emergency. Except under unusual circumstances, telephone messages will not be delivered to students, and students are not to be dismissed from classes to use the telephone except for an identified emergency.

### **Textbooks**

All textbooks used by students are state-adopted and are provided by Opelika City Schools. Since these books must be used for six years, no marks of any kind should be placed in them except for the name of the student on the inside cover. Lost or damaged state-owned textbooks must be paid for when the course is completed. Transcripts and official records are not issued until textbooks have been cleared. It is the student's responsibility to return the textbook he/she has been issued.

### **Visitations**

Students are not to visit other schools during school hours, except for school sponsored events. Permission will not be granted to bring visitors to OHS during the school day.

Parents are invited and encouraged to visit the school, and parent-teacher conferences are most important in improving the learning atmosphere. Conferences with teachers before or after school must be scheduled through the guidance office.

## **WHAT DO YOU DO?**

### **1. If you know you are going to be absent—**

Your parent should make prior arrangements with an administrator.

### **2. If it is necessary to request early dismissal—**

Report to the Assistant Principals' Office with a note from your parent explaining the reason. A parent must also give verbal approval (phone call or office visit) for you to check out.

### **3. If you have lost something or found something—**

Go to the Assistant Principals' Office.

### **4. If you want to see a classroom teacher after school—**

Make an appointment with the teacher and keep it. Parent conferences are to be scheduled through the Guidance Department.

### **5. If you feel sick or hurt yourself during school hours—**

Report to the Assistant Principals' Office.

### **6. If you need to go to the parking lot—**

**YOU MUST ALWAYS HAVE A PASS FROM AN ADMINISTRATOR PRIOR TO GOING TO THE PARKING AREA DURING SCHOOL HOURS./**

# SCHOOL CALENDAR

## Reporting Periods & Distribution of Report Cards

<u>Quarter</u>	<u>Dates</u>	<u>Report Card Distribution</u>
First	Aug. 8- Oct. 10	October 14
Second	Oct. 11- Dec. 20	January 9
Third	Jan. 5- March 12	March 16
Fourth	March 13- May 24	May 25 (mailed)
Last Day of Classes . . . . .		May 24
Unless School Closed by Weather		
One Day Closed . . . . . (Attend February 21 or April 6, 2012)		May 24
Two Days Closed . . . . .		To Be Determined
Graduation . . . . .		May 25

## Holidays

Labor Day . . . . .	Sept. 5
Fall Break . . . . .	Oct. 17-18
Veteran’s Day . . . . .	Nov. 11
Thanksgiving . . . . .	Nov. 23-25
Christmas & New Year’s . . . . .	Dec. 21–Jan. 3
School dismisses Dec. 20 (full day) & re-opens Jan. 5.	
Professional Day (Students do not attend.) . . . . .	Jan. 4
Martin Luther King’s Birthday . . . . .	Jan. 16
Presidents Day . . . . .	Feb. 20
Professional Day (Students do not attend.) . . . . .	Feb. 21
Mini-Break . . . . .	March 26-27
Professional Day (Students do not attend.) . . . . .	April 6
Spring Break . . . . .	April 16-20

School re-opens April 23

# PEP RALLY

## BELL SCHEDULE

7:54 ..... Call-in-Bell  
8:00 ..... Tardy Bell / 1st Block Begins  
8:00 – 8:05 ..... Pledge, Announcements  
8:05 – 9:40 ..... 1st Block  
9:40 – 9:45 ..... Transition to 2nd Block  
9:45 – 11:11 ..... 2nd Block  
11:11 – 11:16 ..... Transition to 3rd Block  
11:11 – 1:18 ..... 3rd Block / Lunch

### “A” Lunch

11:11 - 11:36 ..... A Lunch  
11:36 - 1:18 ..... 3rd Block

### “B” Lunch

11:11 - 11:16 ..... Transition to 3rd Block  
11:16 - 11:40 ..... 1st Part of 3rd Block  
11:41 - 12:05 ..... B Lunch  
12:05 - 1:18 ..... 2nd Part of 3rd Block

### “C” Lunch

11:11 - 11:16 ..... Transition to 3rd Block  
11:16 - 12:09 ..... 1st Part of 3rd Block  
12:09 - 12:34 ..... C Lunch  
12:34 - 1:18 ..... 2nd Part of 3rd Block

### “D” Lunch

11:11 - 11:16 ..... Transition to 3rd Block  
11:16 - 12:38 ..... 1st Part of 3rd Block  
12:38 - 1:03 ..... D Lunch  
1:03 - 1:18 ..... 2nd Part of 3rd Block

1:18 – 1:23 ..... Transition to 4th Block  
1:23 – 2:50 ..... 4th Block  
2:30 ..... Band, Dance Pom Members will be released by an announcement.  
2:50 – 3:20 (Approximately) ..... Pep Rally

# REGULAR BELL SCHEDULE

7:55 ..... Call-in-Bell  
8:00 – 8:14 ..... Pledge, Announcements  
8:14 – 9:50 ..... 1st Block  
9:50 – 9:55 ..... Transition to 2nd Block  
9:55 – 11:31 ..... 2nd Block  
11:31– 11:36 ..... Transition to 3rd Block

## “A” Lunch

11:31 – 11:56 ..... A Lunch  
11:56 – 1:38..... 3rd Block

## “B” Lunch

11:31 – 11:36 ..... Transition to 3rd Block  
11:36 – 12:00 ..... 1st Part of 3rd Block  
12:00 – 12:25 ..... B Lunch  
12:25 – 1:38..... 2nd Part of 3rd Block

## “C” Lunch

11:31 – 11:36 ..... Transition to 3rd Block  
11:36 – 12:29 ..... 1st Part of 3rd Block  
12:29– 12:54..... C Lunch  
12:54 – 1:38..... 2nd Part of 3rd Block

## “D” Lunch

11:31 – 11:36 ..... Transition to 3rd Block  
11:36 – 12:58 ..... 1st Part of 3rd Block  
12:58– 1:23 ..... D Lunch  
1:23 – 1:38..... 2nd Part of 3rd Block  
1:38 – 1:43 ..... Transition to 4th Block  
1:43 – 3:20 ..... 4th Block  
3:20 ..... School Dismissed