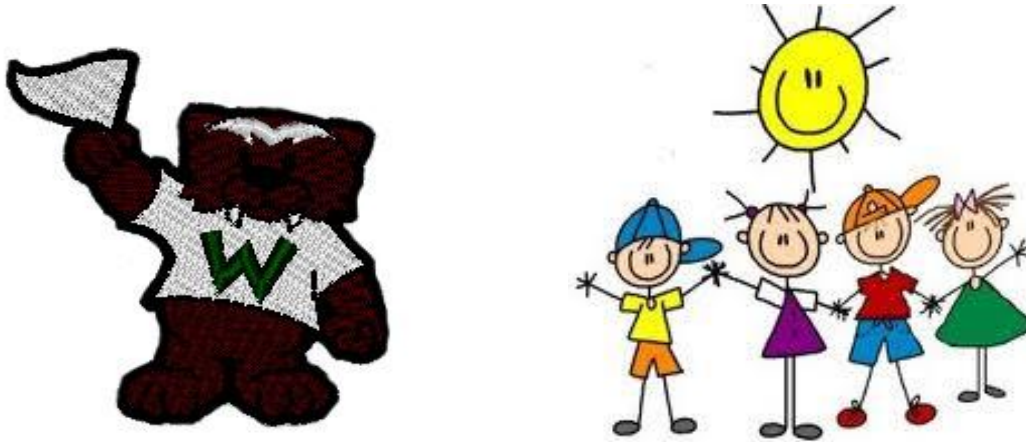


# Opal Myrick Elementary School "Lil" Wolverines Student Handbook '22-'23

---



The rules in this handbook and the policies of the East Millinocket School Board do apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school. **The principal is authorized to make exceptions to the handbook rules when justice so requires. The principal also reserves the right to change the terms of the handbook at any time without notice. If an inconsistency between the handbook and board policy arises, the board policy will govern.**

## Notice

The reader should take notice that while every effort is made to ensure the accuracy of the information provided herein, Opal Myrick School reserves the right to make changes at any time without prior notice. The School provides the information herein solely for the convenience of the reader and, to the extent permissible by law, expressly disclaims any liability, which may otherwise be incurred.

## Definitions

"Parent" also means guardian; "Principal" also includes his/her designee; the term "School facilities" includes buildings, grounds, buses and other school property; the term "School-sponsored activity" includes all school-sponsored or approved activities whether they are held on or off school grounds.

## **Welcome Letter**

Dear Parents and Students,

Welcome to Opal Myrick School, part of the East Millinocket School system. This handbook has been prepared to acquaint you with our school. We have made every attempt to ensure its accuracy and we hope you find it a helpful resource.

We strive to make your child's educational experience meaningful. We appreciate all you do to support your child's academic success.

Justin Page, Principal East Millinocket Schools  
John Montgomery, Dean of Students/AD East Millinocket Schools

## **Office Staff**

Ms. Stacia Smith, Superintendent and Director of Student Services

### **Principal's Office (746-3511)**

Mr. Justin Page, Principal  
Mr. John Montgomery, Dean of Students  
Mrs. Kim Lyons, Secretary

### **Office Hours During School Year**

Monday - Friday 7:00 AM - 3:30 PM

## **Daily Schedule**

For safety reasons, please **DO NOT** send your children to school any earlier than 7:30 a.m.

School is dismissed at 2:05 p.m. Parents/guardians meet students outside the building at dismissal time. There is no supervision after school.

Student Arrival..... 7:30 - 7:45  
Morning Bell.....7:45  
Late Bell.....7:50  
First Lunch .....10:40 - 11:05  
Second Lunch.....11:55 - 12:20  
Dismissal Bell.....2:05  
Late Bus..... 3:10

### **School Safety**

One of our primary concerns here at Opal Myrick is the safety of the children. In accordance with security requirements, only staff and students are allowed to be present in our building, without stopping in at the principals' office, during school hours.

In order to comply with our school safety procedure, parents/guardians are encouraged to drop off and pick up their students using the designated drop off/pick up area. This area can be accessed by using the campus entrance nearest the public swimming pool facility. The drop off/pick up area is located in the vacant parking lot adjacent to the school auditorium. Please follow the arrows painted on the asphalt for drop off and pick up procedure. Using North Street as a drop off and pick up point is potentially dangerous and should only be done at your own risk.

### **Bus Transportation**

The school bus drivers have a tremendous responsibility in transporting our students to and from school. Students must realize it is a privilege to ride the bus and that misbehavior on the bus will not be allowed.

### **East Millinocket Students**

It is East Millinocket School Board policy that East Millinocket students do not ride the Medway buses before and after school. The only exceptions are the East Millinocket middle school students who are picked up at Schenck High School to ride to Medway Middle School, and back to Schenck High School at the end of the school day. Some students who have made prior arrangements will also ride the Medway bus. East Millinocket students must arrange for their own transportation to and from school.

### **Late Bus**

Late buses arrive to pick up students at 3:10 Monday - Thursday at Opal Myrick. The late bus is available for students that stay to work on school homework or projects. Students must arrange permission to ride the late bus prior to coming to school. The parent/guardian must send a note with permission to ride the late bus. We will not make any changes in dismissal procedures without a note from the parent/guardian.

## **Bus Behavior**

Our number one concern is the safety of our children. For bus transportation to be safe, students are expected to maintain acceptable behavior while riding the bus to and from the school. The following rules are for students riding the bus:

1. Students are to remain seated at all times.
2. Students are to use quiet voices when talking on the bus.
3. Students are to keep their hands and feet to themselves, respecting others and their property
4. Students are expected to obey the bus driver at all times.
5. No food or drink is allowed on the bus.
6. Students are to wait at the appointed bus stop in a safe and orderly manner.

The following are consequences for infractions of bus rules:

**First Offense:** Student will receive a notice of warning to be signed by a parent/guardian and returned to school the following day.

**Second Offense:** Students will receive a second warning to be signed by a parent/guardian and returned to school the following day. The parent/guardian will be contacted by telephone or letter and notified of the consequences of further infractions.

**Third Offense:** Students will receive a third warning to be signed by a parent/guardian and returned to school the following day. The parent/guardian will be contacted by telephone or letter to alert them to a meeting with the bus driver and principal to discuss the child's discipline plan and whether the child will be allowed to continue to ride the bus.

## **Attendance, Enrollment, Tardies, Withdrawals**

### **Enrollment**

Maine State Law requires that all children enrolling for the first time or transferring must present a certified birth certificate, record of immunizations, and proof of residence. A certified immunization card must be obtained from your family doctor. All documents should be present at registration. Children cannot enter school until all of the required documentation is received and reviewed by our office.

### **Attendance/Absence Procedure**

Maine State Law requires that children attend school.

Students who are absent should have a parent/guardian call the school between 7:00 a.m. - 9:00 a.m. on the day of the absence and give the reason for the absence.

If the school is not called, a school official will attempt to contact the parent/guardian on the day of the absence.

Parents/guardians who have not been in contact with the school about this absence must send a note explaining the absence to the school within 2 days of the student's return to school or the absence will be counted as unexcused.

Students who are absent shall not be permitted to attend extra/co-curricular activities the day of the absence unless excused in advance.

**Students who have been absent or tardy will not be allowed into homeroom or any classes without checking in with the Principal's office.**

### **Attendance Rationale**

The East Millinocket School Board recognizes that daily attendance is necessary for the successful attainment of classroom objectives. The school places primary responsibility for regular attendance upon the student and the family. In turn, the school accepts responsibility for providing an educational climate and curriculum that enhances the learning process. Regular and punctual patterns of attendance will be required of each student enrolled at Opal Myrick School. It is recognized that absences from school may be necessary under certain conditions. **An absence may be considered excused when notification is received from the parent/guardian within 2 days of the student's return to school.** The opportunity to make up all class work and examinations missed will be extended to all students having an excused absence. When students are dismissed from school to take part in any activity, the student must secure all assignments for the next day before being dismissed.

## **Attendance Rules and Procedures**

### **Excused absences:**

1. Personal illness is at the discretion of the administration. A note may be requested from a physician to confirm the illness. A note from a physician must be submitted after five consecutive school absences.
2. An appointment with a health professional.
3. Observance of a recognized religious holiday when that observance is required during the regular school day.
4. A family emergency.
5. Planned absences for personal or educational purposes, which have been pre-approved by the Superintendent of Schools (family vacations, etc.).  
**Family trips or vacations are not grounds for students to be excused from examinations.** It is recommended by the Administration that vacation trips be limited to one (1) vacation per school year.
6. Serving a school-imposed disciplinary suspension.
7. Absence due to a problem with school district transportation.

When absence from school is due to participation in a school activity, sporting event, medical appointments, or an extended vacation, the student's work is due to the teacher before dismissal. The student must also secure all assignments for the next day of school.

### **Excessive Absences/Unexcused Absences/Tardies and Parent Notification**

1. All absences not listed in numbers 1-7 above are considered unexcused. Assignments missed because of an unexcused absence cannot be made up and will be recorded as a zero.
2. Parents will be called anytime a student is absent. Additionally, parents will be notified in writing whenever the student has five (5) cumulative unexcused absences, ten (10) tardies, three (3) consecutive unexcused absences or after ten (10) absences, whether excused or unexcused to school.
3. When any of the above benchmarks have been reached in one school year, parents will be asked to attend a conference that includes the student, a school administrator, the guidance counselor and at least one of the student's teachers to discuss the correlation between learning and school attendance and to develop an attendance contract for the student tailored to his/her specific circumstances. Extenuating circumstances will be reviewed and considered when assessing the reason for the absences as well

- as when forming the contract (ex: medical issue).
4. The contract will specify the consequences for noncompliance. The Attendance Review Committee will determine a time frame for completing all required work.

### **Attendance Review Appeal Process**

1. A student and parent/guardian may appeal the denial of credit in writing to the Principal within ten days of notification of denial.
2. A meeting will be scheduled between the student, a parent/guardian of the student, and the Attendance Review Committee. The Committee consists of the Principal or Dean of Students, the student's guidance counselor, and one or more of the student's teachers. The student and parent/guardian are expected to attend this meeting.
3. At the meeting, the student and parent/guardian may explain why they think the credit denial should be waived and present any documentation they believe is relevant.
4. Rewarding of credit is a matter of discretion for the Attendance Review Committee. Factors the Committee may consider include, but are not limited to, the student's academic effort and performance in the class or classes affected; the student's overall academic effort and performance; the explanation provided for the absences, if any; and any extenuating circumstances which call for special consideration.
5. The Attendance Review Committee has the discretion to impose conditions to restore credits. These conditions include, but are not limited to, lengthened school days to complete class assignments; extra work and detention time equal to the lost class time. Students who have lost credit due to excessive absences are expected to continue to attend classes through to their completion. Students will receive course grades up to the end of the semester, which will be recorded on student transcripts (although with no credit), and will become part of their grade point average.
6. If the student and parents/guardians are not satisfied with the Committee's decision, they may appeal the decision in writing to the Superintendent within 10 days of notification. The Superintendent will review the matter and make a determination in writing to the student and parents/guardians. The Superintendent's decision is final.

### **Withdrawal and Transfer of Records**

Parents/guardians are requested to notify the school office one week in advance of withdrawing a student from Opal Myrick School. If possible, please send the office the name and address of the new school your child will be attending, so that records may be sent in a timely manner. All books and materials must be returned to the school before the student's departure.

Parents/guardians cannot transport student records; only the school office may release student information to the requesting school.

### **School Information**

**Bike, Scooter, Skateboard, Rollerblade, and Playground Equipment Rules**  
Bicycles, scooters, and skateboards must be **walked while on school grounds and across streets**. We encourage all students to wear helmets while riding. Students need to leave their bicycles in the designated area upon arrival at school. This is good safety practice. Rollerblades must be carried when on school grounds before and after school.

Students who abuse the privilege to ride their bicycle, skateboard, rollerblades, or scooter to school will lose that privilege.

Electronic or other forms of motorized vehicles will be permitted at the discretion of School Administration. Consult with local law enforcement may be conducted.

Students will not bring personal playground equipment (basketballs, soccer balls, kick balls, footballs, etc.) to school, Nerf balls may be allowed only with the approval of the playground supervisor. Only classroom playground equipment approved by the teacher or playground supervisor may be used at recess.

### **Breakfast and Lunch**

Breakfast - Free to all Opal Myrick students

Student lunch will be free for all students during the '22-'23 school year. Any prior balances are expected to be paid in full. Students are expected to pay for any extra items. Prices for those items are yet to be determined .

### **Cell Phones, Electronic Devices, and Valuables**

In order to limit the risk of theft and distraction from learning in the



classroom, please keep toys, valuables, and good jewelry at home. Electronic games, cell phones, trading cards, stuffed animals, I- pods, and other similar items are considered valuables. Cell phones are not allowed at Opal Myrick.

Any toys or valuables discovered by a classroom teacher will be collected and kept by the teacher or sent to the office. Items are given back to the student at the end of the day.

### **Classroom Visits**

Parents are welcome to visit their child's classroom. We ask that parents contact the office and teacher at least 24 hours in advance to state the date, time and reason for your visit.

### **Directory Information**

The school may make public at its discretion personally identifiable information from the education records of a student without parental consent if that information has been designated as directory information by the school. This school unit has designated the following information as directory information:

"Directory information" includes the following information related to the student: Name, date, place of birth, address, telephone number, grade, dates of attendance, field of study, weight and height of members of athletic teams, participation in officially recognized activities/sports, awards and honors received, and post-secondary school in which the student intends to enroll.

Such information will not be disclosed if the parent/guardian of the student or an eligible student informs the school unit in writing by July 1 for the upcoming school year or within 30 days after enrollment, whichever is later, that such information is not to be designated as directory information with respect to that student. Any such notice should be sent to the Superintendent of Schools at the following address:

45 North Street, Suite 2  
East Millinocket, Maine 04430

Under Maine law, schools shall not publish on the Internet without written parental consent any information, whether directory or otherwise, that

identifies a student, including but not limited to the student's full name, photograph, personal biography, e-mail address, home address, date of birth, social security number, and parent's/guardian's name.

Information from academic and statistical records will not be released to persons other than authorized school personnel without prior written consent.

Opal Myrick School forwards educational records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll.

### **Dismissal**

Students should know each day how they are going to go home. If there is a change in the normal procedure, the parent must send a note. We will not make any changes in dismissal procedures without a note from the parent/guardian.

### **Walkers**

We strive for a safe and orderly dismissal for all Opal Myrick students. To assist us, parents should wait outside the building, and all walkers must exit through the main office entrance.

### **Bus Students**

Students will wait in the classrooms and 400 wing until their bus is called. Students are expected to walk to their bus and load in an orderly manner. All bus students will exit at either the 400 wing entrance or main entrance.

### **Parking**

No parking is allowed on the semi-circle of the school. Be sure to park legally when stopping at the school to pick up your children. Law enforcement will ticket illegally parked vehicles. We again strongly encourage you to use the designated drop off/pick up area.

### **Dress Code/Student Appearance**

#### **Student Appearance**

Student dress for the most part is the student's and the parent/guardian's responsibility. A properly dressed student wears appropriate clothing for every activity in which he/she participates. For example, proper shoes for physical education class should be worn; loose pants should have a belt.

Clothing should be comfortable, loose enough, modest, in good taste, clean, and suitable for school.

No clothing that promotes alcohol or drugs or clothing containing language that is inappropriate for elementary school children will be allowed. Issues concerning questionable dress will be handled on an individual basis. Inappropriate dress will result in a phone call home and result in the child needing to have a change of clothing.

### **Physical Education Class**

All students are expected to participate in physical education classes. A doctor's written excuse will be required if a student is unable to participate for an extended period of time. Athletic shoes/sneakers are to be worn during physical education classes.

When the weather gets colder, students should come to school dressed appropriately. Our students are expected to wear a winter coat, hat, and mittens or gloves. Boots and snow pants are required for students in Kindergarten through 4th grade. Please label all winter clothing with your child's name.

### **Emergency Contacts/ Change of Contact Information**

It is very important for the office to have current phone numbers for all of our students. If your address or telephone number ever changes during the school year, please notify the school office. School-to-home contact during an emergency is imperative. Please be assured that if your number is unlisted, all unlisted telephone numbers are kept confidential.

### **Family Education Rights and Privacy Act (FERPA)**

#### **Notification of Rights under FERPA**

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

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements

for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask East Millinocket Schools to amend a record that they believe is inaccurate or misleading. They should write the school Principal or Superintendent, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If East Millinocket School Department decides not to amend the record as requested by the parent or eligible student, East Millinocket School Department will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. When parents or eligible students are notified of their right to a hearing, they will also be provided with additional information regarding the hearing procedures.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by East Millinocket School Department as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on School Board; a person or company with whom the East Millinocket School Department has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, East Millinocket School Department discloses education records, including special education records, without prior consent of the parent or guardian to officials of another school district in which a student seeks or intends to enroll. A copy of all the student's education records must be sent to any school administrative unit to which a student applies for transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by East Millinocket School Department to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### **Field Trips**

Field trip experiences are provided for our children. Signed permission slips and any requested field trip supplies must be turned in by the deadline stated on the permission slip in order for your child to participate in the experience.

All the field trips at Opal Myrick are available because of the work of parent volunteers and teachers involved in fund raising. All fund raising events developed for the purpose of raising funds for our school must be approved by the principal's office.

### **Fire Drills, Lockdowns, and Emergency Evacuations**

All schools are required to devise and implement a Crisis Response Plan that addresses precautions and instructions should emergencies occur. These drills are held during the school year as an important activity promoting the safety and wellness of students. Students may be prompted to various actions by either an intercom announcement or the fire alarm. The fire alarm is a buzzing sound or horn. It is essential that when the signal is given, everyone must obey orders promptly. Exiting procedures are posted in each classroom. All students are to move away from the building and remain in class groups to give the teacher an opportunity to take attendance. Students

must never re-enter the building except by the ring of the outside bell, and accompanied by their teacher.

### **Inclement Weather**

Due to inclement weather or other unforeseen events, school at times is canceled. Each home served by East Millinocket School Department will be called by "Alert Now" to notify parents and students of school day cancellations. Local radio and television stations will also broadcast that information. Parents will be notified if students will be dismissed early due to inclement weather. You will be asked to fill out an emergency school closing form when you register your child so that we have the necessary information if we need to contact you for an early release because of inclement weather.

Please make arrangements in advance concerning transportation home. Discuss special arrangements for rain and other inclement weather. Early school closings are rare, but we urge you to discuss a plan with your child early in the year so your child is aware of their transportation plan. Children will not be allowed to call home to check on transportation and messages may be delivered only in emergencies. Please send a note to your child's teacher if there is a change in the way he/she is going home.

### **Winter Weather**

The guidelines for determining inside or outside recess during the winter months are:

If the air temperature is below zero, students will stay inside.

If the air temperature is above zero and the wind chill is colder than -15 degrees, students will stay inside.

It is essential that students not come to school prior to 7:30 during the winter months, as supervision is not available until 7:30.

### **Lost & Found**

Parents are encouraged to label all of their child's school supplies. It is especially important to label your child's outerwear and extra athletic shoes (for physical education classes).

### **Parent/Teacher Conferences**

Parent/teacher conferences are held during the fall and spring each year. Notification of the conferences will be sent home with students. All attempts will be made to schedule conferences so that they coincide with conferences for siblings in other classrooms. Please try and make every effort to attend the scheduled meeting. It is a vital part of the school's communication of your child's educational progress.

Teachers are very willing to meet with you to discuss questions or concerns. If you wish to have a conference with a teacher prior to, or after, the scheduled parent-teacher conferences, please feel free to call, or write a note to the teacher requesting a conference. Please understand that the teachers are not always able to meet without prior notice due to scheduled faculty and committee meetings.

### **Parking**

All Parking is along North Street in front of the school. Please do not park in the designated drop off/pick up area during the hours of 7:30-7:50am and 2:00-2:25pm.

### **School Nurse**

If a student becomes ill while at school, parents will be contacted. It is important that we have current phone numbers and/or the names of those individuals who should be contacted if your child becomes ill and needs to be sent home.

The Nurse's office is available for the temporary care of sick children. It is up to the discretion of the School Nurse if the student's visit to the nurse's office warrants a phone call home to parents/guardians. Parents/guardians will be contacted to come and pick up their child who is too ill to stay in class.

### **Medications in School**

Any time medication is to be taken or administered at school, the Health Care Provider's Order must be present.

All parental requests must be accompanied by a written order from the student's health care provider (such as the information written on the prescription bottle) substantiating the fact that the administration of a particular medication during the school day is necessary for the student's health and attendance in school. Such order must include:

- A. The student's name
- B. The name of the medication
- C. The dose
- D. The method of administration (e.g., tablets, liquid, drops)
- E. Time intervals for administration (e.g., every four hours, before meals)
- F. Any special instructions
- G. The name of the prescribing health care provider

It is the responsibility of the school nurse to clarify any medication order that he/she believes to be inappropriate or ambiguous. In accordance with Department of Education Rule Chapter 40 § 2(B), the school nurse may decline to administer a medication if he/she believes such administration would jeopardize student safety. In this case, the school nurse must notify the parent/guardian, the student's health care provider, and the school administrator (i.e., building principal or designated administrator).

The East Millinocket School Department retains the discretion to reject any or all requests for the administration of medication.

#### **Renewal of Parent Permission Requests/Forms and Health Care Provider Orders**

Written parental permission requests/forms and health care provider orders must be renewed at least annually. Health care provider orders must be renewed whenever there are changes in the order.

#### **Delivery and Storage of Medication**

The student's parent/guardian shall deliver any medication to be administered by school personnel to the school in its original container. In the event that this is not practical, the parent/guardian must contact the school to make alternate arrangements.

No more than a 20-day (one month) supply of medication shall be kept at school, excluding inhalers and epinephrine pens. The parent is responsible for the replenishment of medication kept at school.

If the health care provider's order/prescription is for a medication regulated by the Federal Narcotics Act, no more than a one-day supply shall be kept at school.



The parent/guardian is responsible for notifying the school of any changes in or discontinuation of a prescribed medication that is being administered to the student at school. The parent must remove any medication no longer required or that remains at the end of the school year.

### **School Visitors**

For security reasons, **all parents, visitors, and guests** are required to check in at the office upon entering the building during regular school day hours. **If you are coming to pick up your child from school early, you must come to the main office first. Your child will then be called to the office to meet you.**

If possible, please inform the office staff in advance whenever your child will be missing class time. This will alert the school to your child's absence and will give the teacher the opportunity to send schoolwork home ahead of time. If your child will be returning to school, he/she needs to come into the office to be checked in prior to returning to the classroom.

### **Student Conduct**

#### **Behavior/Discipline/Expulsion**

Students who are in violation of school policy may be suspended from school for a period of time not to exceed ten (10) days per incident. No student under suspension is permitted to participate in any school activity and will not be allowed on school grounds. Prior to the suspension the student shall be given oral or written notice of the charge(s) against him/her. The student shall be given an opportunity to present his/her version of the incident.

#### **Student Code of Conduct: Introduction**

The East Millinocket School Board is committed to maintaining a supportive and orderly school environment, where:

Students receive and staff delivers a quality education without disruption or interference, and where Students may develop as ethical, responsible, and involved citizens.

To achieve this goal, Opal Myrick School and Schenck High School have established a set of expectations for student conduct. These expectations are based on the values identified by the community as essential to ethical and responsible behavior.

**Fairness**

Individuals who display FAIRNESS

- Conform to the rules and are without bias

**Compassion**

Individuals who are COMPASSIONATE

- Show feelings or emotions
- Are moved by the suffering or distress of another
- Desire to relieve that distress

**Honesty**

Individuals who display HONESTY

- Are free of deception
- Are truthful, genuine, marked with integrity
- Are honorable and sincere

**Responsibility**

Individuals who display RESPONSIBILITY

- Are answerable and accountable (to another for something)
- Are capable of fulfilling an obligation or trust
- Are reliable and trustworthy

**Respect**

Individuals who display RESPECT

- Show a deferential regard or esteem felt towards a person or thing

**Courtesy**

Individuals who display COURTESY

- Are civil and polite
- Are marked by respect for others.

The board believes that each member of the school community should take responsibility for his/her own behavior. To that end, the board recognizes the need to define unacceptable student conduct, identify the possible consequences for unacceptable conduct, and ensure that discipline is administered fairly, promptly, and appropriately.

Having considered the input of administrators, parents, students, and the community, the Board adopts this Student Code of Conduct ("Code"), consistent with the requirements of 20-A MRSA 1001(15) (adoption of Student Code of Conduct)

The Code applies to students who are on school property, who are in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.

Adopted: January 14, 2003

### **Student Conduct**

#### **Discipline and Behavior Related Offenses and Consequences**

School administration will give disciplinary consequences on a case-by-case basis. The severity of the offense, the student's prior disciplinary record and other mitigating circumstances will be considered when determining appropriate consequences.

Loss of credit for an assignment or course may be appropriate in addition to any of the above consequences. Restitution for loss or damage may be requested in addition to any of the above consequences. Where appropriate, law enforcement will be involved.

It is noted that students can be held accountable for their actions off campus if their actions have a negative, direct impact on their school, programs, other students, or staff. Appropriate consequences will apply.

### **Telephone**

Our office telephone is the central communication phone for Opal Myrick School. All calls should be placed to the school's number, 746-3511. Any messages for students or teachers are placed in the teachers' mailboxes. For emergency messages, students are called to the office to pick up the message.

Students are permitted to use the school office phone to make **emergency** or **urgent** calls only. Students are not permitted to call home for assignments, projects, gym shoes, or music instruments unless the teacher considers it urgent. Students will not be permitted to call home after school to ask for permission to go home with another student, or to remain at

school for after school activities. All after school arrangements must be made with parents before coming to school in the morning.

Any after-school plans or emergency pick up procedures should be discussed with your child before the school day begins. Students must ride the bus home unless our office receives a message from a parent/guardian no later than 1:45 that day.

### **Thank You**

Every student attending Opal Myrick School is expected to learn and to do his/her best. The staff is committed to helping each student achieve his/her highest potential. To accomplish this goal it is most important that parents/guardians are involved. Whenever a concern or question arises, ascertain the facts, call the school, and make an appointment with the teacher. Please see to it that your child completes their homework assignments, review with your child his/her daily work, take time to listen and, most of all, become active partners with us in the education of your child.

Thank you for entrusting the staff here at Opal Myrick with your children. At Opal Myrick School, we are a team of learners who show respect, model safe behavior, and demonstrate community in all areas of our school as we strive for lifelong learning success.