



Oxford City Schools

**2026 — 2027**

# **STUDENT HANDBOOK**



## **Preschool Program**

Coldwater Elementary School  
DeArmanville Elementary School  
Oxford Elementary School

## **Oxford City Schools Vision Statement**

Our vision is to empower all students to be community-centered, globally-minded and prepared for a successful life.

## **Oxford City Schools Mission Statement**

The mission of the Oxford City School System is to provide a safe and supportive environment as we engage students in opportunities to achieve personal, academic, and career goals.

## **Welcome to Our Classrooms**

Dear Pre-K Families,

We would like to welcome you to Oxford City Schools Preschool Program. We are looking forward to working with you and your child this year. It is our goal to help them achieve their full potential. Our days and weeks will be filled with many wonderful experiences and opportunities to learn and grow.

We believe that a good parent-teacher relationship is necessary for maximum school success. Throughout the year, we will communicate with you through many avenues and we encourage you to contact us if you have any questions or concerns using the contact info below.

### **Oxford Elementary School**

Principal: Kelley Williams

OSR Classroom Teacher: Lynn Moore

OSR Classroom Teacher: Kia Graves

OSR Classroom Teacher: Kelsey Haynes

OCS Classroom Teacher: Erin Borchard

OCS Classroom Teacher: Kim Johnson

Phone: 256-241-3848

### **DeArmanville Elementary School**

Principal: Landon Thompson

OSR Classroom Teacher: PeriAnn Wills

OSR Classroom Teacher: \_\_\_\_\_

Phone: 256-241-3918

### **Coldwater Elementary School**

Principal: Dr. Catherine Barton

OSR Classroom Teacher: \_\_\_\_\_

OSR Classroom Teacher: Joni Farler

Phone: 256-241-3870

We are looking forward to a wonderful year with your child!

## High Quality Preschool

Research shows that children benefit the most from high quality early learning experiences. The Office of School Readiness (OSR) and Oxford City Schools (OCS) preschool programs work to promote these high quality experiences through each of our preschool classrooms, where children will be given opportunities to gain developmental skills in a structured preschool environment.

## School Hours

Drop-Off: 7:30-7:45

Pick Up: 2:15-2:30

Students who arrive after 7:45 must be checked in through the front office. Parents, who wish to pick up their child prior to 2:15, must do so through the school office. OSR and OCS Preschool Classrooms will follow the Oxford City Schools Calendar. Attendance & Tardy Policy

## Attendance

One of the most important things a parent or guardian can do for their child is ensure they are in school every day and on time. It is key to their learning, their success in school, and ultimately their success in life.

- A preschool day is defined as 7:45 a.m. until 2:15 p.m.
- A full day is defined as 50% of the day with 11:30 being the cut-off time.
- Absent from school is defined as not being present in class at least half of the day (11:30 a.m.).
- Tardy to school is defined as not being in attendance in homeroom at 7:45 for roll call.

Late arrivals should report to the office.

- Checkouts shall be conducted through the office as well.
- Any missed school will be categorized as an excused absence, excused tardy, unexcused absence, or unexcused tardy.
- Excessive absences and tardies will be subject to measures outlined below.

### *Chronic Attendance Issues:*

Chronic attendance issues will also be subject to attendance procedures. Chronic Tardiness:

Late arrival (after 7:45) or early departure (Before 2:15) more than 2 days per week.

Chronic Absenteeism: Missing 4 days or more per month without medical or other reasonable explanation.

### *Procedures for Student Absences:*

A phone call to parents after 3 unexcused absences

A letter from the director after 6 unexcused absences

A parent conference after 8 unexcused absences

Referral to the OSR Coach or OCS Principal after 10 unexcused absences

After 10 consecutive days absent without a medical or other reasonable explanation, a referral to the OSR Regional Director or OCS Preschool Director to be dismissed from the Preschool Classroom.

### ***Excused Absences:***

Absences are excused for the following reasons:

An absence is excused whenever the School System receives a documented written doctor's /legal excuse

An absence is excused when the parent/legal guardian/custodian sends a signed note explaining the absence. A student may only have 5 of these per semester. Prior Permission of the principal upon request of the parent or legal guardian. Any exceptional circumstance must be addressed by the parent and the principal via conference.

### ***Unexcused Absences:***

Absences are unexcused for the following reasons:

An absence is unexcused when the parent/legal guardian/custodian does not send a written note explaining the absence within three (3) days following the absence. An absence is unexcused when the nature of the absence is not for legitimate reasons as defined by Alabama law.

An absence is unexcused if a written note is presented that indicates the absence occurred for reasons other than personal sickness, family sickness, or death in the family. When a parent note is presented for more than 8 absences

## **Breakfast & Lunch**

Oxford City Schools CNP intends to provide an opportunity for every student to eat a nutritious breakfast and lunch during the school day. The Oxford City School Board recognizes that students need adequate, nourishing food in order to learn, grow, and maintain good health. All meals served meet patterns established by the National School Breakfast and Lunch Program and the United States Department of Agriculture (USDA). Students who need substitutions or special diets must have a Medical Statement/Diet Prescription form completed by a state-recognized medical professional, which is available through the school nurse or the school office.

**All Oxford City Schools students will receive breakfast and lunch reimbursable meals at NO CHARGE! Free/reduced applications are NOT required.**

|          | Breakfast | Lunch  |
|----------|-----------|--------|
| Students | FREE      | FREE   |
| Visitors | \$4.00    | \$6.00 |

Additional portions of menu items are available for purchase. Payments are accepted online at <https://family.titank12.com/MLREGE>, by cash, or check. Refunds for account funds can only be requested by a parent or guardian, and a refund form must be completed. The forms are available online and at each school.

Households with questions or needing assistance may contact the Child Nutrition Program office at: (256) 241-3140, 402 Main St, Oxford, AL 36203, or email the CNP Director at [OxfordCNP@oxboe.com](mailto:OxfordCNP@oxboe.com).

## **Snacks**

Snacks may be brought from home or purchased at the school office. No JUICE OR FRUIT DRINKS may be brought. Water is the only drink that students may bring for snack. All water must be clear. If your child brings flavored water, it must be clear. We have snacks and bottled water for sale in the office. Prices are \$.50 for snacks and \$.50 for water. Students are not allowed to use the vending machines.

## **Transportation**

Transportation will not be provided for any OSR or OCS preschool student. Parents will be responsible for transporting kids to and from school as well as field trips.

## **School Closings**

When, in the opinion of the superintendent, weather conditions are too hazardous for safe operations, schools will not open. This judgment will be made before 6:30 a.m. The decision will be released to the news media by the superintendent's office. Parents should listen to the radio for announcements or view the website for information. Also, the OCS will notify parents by an automated messaging system that will call by phone. The phone calls will go to numbers in the school computer system so it is important to keep the school informed of any changes.

If conditions become hazardous during the school day, the superintendent will consider the best interest of the students in deciding whether the schools should stay open or close.

## **Safe School Plan**

Fire, severe weather and intruder drills are conducted periodically. These will be both announced and unannounced. In the event of severe weather during the school day, children will go into the prescribed bad weather procedure. This is for the safety of the child and parent.

When the school is placed under a tornado warning, parents are strongly encouraged to leave their children in a protected area inside the school building. Parents are welcome to join us in the building.

## **Parent Involvement**

There are many opportunities for parents to help the teachers and students both in and out of the classroom. OSR Preschool Program requires a minimum of 12 volunteer hours from each child's family. These hours can be acquired in many ways: orientation, at-home activities, field trip, at-school activities, parent input, etc.

We are always in need of help. If you are interested in helping, please see your child's teacher for a volunteer form. We will send a schedule of parent involvement opportunities home at the beginning of the school year.

## **Fees**

No fees for OSR during the 2026-2027 school year.

## **Supplies Needed**

### ***OCS Preschool Program:***

The following supplies are needed for your child:

- 3 Boxes of Kleenex
- 3 Rolls of Paper Towels
- 3 Containers of Clorox Brand Wipes
- Baby Wipes (for messy faces and hands)
- 2 packs of glue sticks
- 1- 8 Pack Large Crayola Crayons
- 1- Pack of Crayola Washable Markers (10 Classic Colors)
- Clear or Mesh Backpack
- Nap Mat/Blanket (For students attending Full-Day)
- Diapers/Wipes if needed for toileting your child.
- Set of Clothing to keep at school for accidents/spills. (Season appropriate) Please include the following items in the bag:
- Underwear, socks, shirt, pants, or shorts.

### **OSR Preschool Program:**

No supplies are needed at this time. Please see your teacher if you would like to make a donation to their classroom.

We do ask that you send an extra change of clothes to school in a Ziploc bag with your child's name. Please include the following items in the bag: Underwear, socks, shirt, pants, or shorts.

**\*\*If your child has an accident or needs to change clothing and a change of clothes is not available at school, the parent/guardian will be called to either supply a change of clothing or pick up their child.**

**\*\*\* All students attending OSR Pre-K Program must be potty trained or have medical documentation stating why they are not.**

### **Personal Belongings**

For safety reasons please do not allow your child to bring any toys or candy to school. The only exception is if your child's teacher requests this for certain activities.

Toys can easily become broken, lost, or stolen. Teachers will not be responsible for toys brought to school. Be sure your child's name is clearly printed on anything they do bring to school.

### **Medication**

Teachers are not allowed to give medication to students. If your child requires medication, please take it directly to the school nurse and discuss it with her. Make sure both the teacher and the school nurse are aware of any/all allergies and medical needs your child may have.

### **Statement of Non-Discrimination**

It is the policy of the Oxford City Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment. The Oxford City Board of Education provides equal access to the Boy Scouts and other designated youth groups. In accordance with Title IX (20 U.S.C §1681, et seq.), and its regulations (34 C.F.R. Part 106), the Board strictly prohibits

discrimination on the basis of sex or gender in its programs or activities, including sexual harassment, as defined by law and Board policy. Inquiries regarding the application of Title IX regulations may be referred to the Board's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both. Sexual harassment complaints will be billed and reviewed under the Board's student sexual harassment policy or its employee sexual harassment policy as applicable. All other complaints under Title IX will be filed and reviewed according to the Board's general complaint and grievance procedures. The Superintendent is authorized and directed to designate a Title IX Coordinator, whose duties will include but not be limited to receiving and responding to Title IX inquiries and complaints, and compliance with the regulations.

## **Every Student Succeeds Act of 2015**

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

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.
- Information on the level of achievement and academic growth of the student, if applicable and available, on each of the state academic assessments required under this part.

Timely notice that the student has been assigned or has been taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.