



Oxford City Schools

2026 — 2027

STUDENT HANDBOOK



K — 4th Grades

Coldwater Elementary School
DeArmanville Elementary School
Oxford Elementary School

Coldwater Elementary School

530 Taylors Chapel Road
Anniston, Alabama 36201
Phone: (256) 241-3870

Principal
Assistant Principal
Guidance Counselor
Office Assistant
Office Assistant

Dr. Catherine Finkley Barton
Kirbey Sherbet
Katie Wilson
Angela Perez
Dawn Simpson

DeArmanville Elementary School

170 School Road
Anniston, Alabama 36207
Phone: (256) 241-3918

Principal
Assistant Principal
Guidance Counselor
Office Assistant
Office Assistant

Landon Thompson
Chrissie Lott
Tiffany Fuller
Jennifer McGuire
Patti Mixon

Oxford Elementary School

1401 Caffey Drive
Oxford, Alabama 36203
Phone: (256) 241-3844

Principal
Assistant Principal
Assistant Principal
Guidance Counselor
Guidance Counselor
Office Assistant
Office Assistant
Office Assistant

Kelley Williams
Jordan Patterson
Jordan Pilkington
TBD
Sequoia Lindsey
Christi Gaskins
Chelsea Brown
Colleen Howell

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.

Principals' Message

Dear Parents and Students,

We want to welcome you to the 2026-2027 school year. We look forward to working together with you this year to make it an exciting and rewarding experience. Our goal is that every student will grow and achieve success in all areas. It is important that we are focused on growing the whole child by providing multiple learning opportunities. We are able to offer STEM, art, music, technology, health, library and guidance classes in addition to academics and physical education. Students are able to demonstrate what they have learned at student-led conferences.

We encourage you to follow what's happening at your child's school by visiting the school's Facebook, Class Dojo, or school website. If we can be of any assistance to you this year, please don't hesitate to contact us.

Let's make it a GREAT year! Go Big O!!

Attendance Information

Student attendance will be recorded on a daily basis. To be counted present for the day, a student must attend at least half of the school day (not checked out before 11:28 am or checked in after 11:17). A student must attend a minimum of 157 days to be considered for promotion unless the principal approves excessive absences. When a student returns to school after an absence, a note of explanation from the parent, guardian, physician, or other health provider must be submitted within **THREE SCHOOL DAYS**. Parents/legal guardians must submit a written excuse. Excuses **cannot** be sent on apps (e.g., Class Dojo, See Saw, Remind, or text, etc.) or by email. Failure to submit notes for absences within this time period will result in the absence being marked unexcused. **It is the parent/guardian's responsibility to turn in a doctor's excuse. Please do not rely on your student to turn them in a timely manner or expect the doctor's office to do this.**

Please note: The Alabama Department of Education defines chronic absenteeism as students missing 18 or more days (excused and unexcused) during the school year. This number is used for accountability purposes when determining the school grade on the annual A-F report card.

NOTE:

After 5 unexcused absences, a parent will be required to attend the Early Warning Program at juvenile court.

After 7 unexcused absences, a parent will be required to attend Truancy Court. The school system has the right to file charges with the court due to unexcused absences.

- A warrant will file charges against the parent, which will result in arrest and bailing out, probation, court costs, and potential jail time.

Method of Taking Attendance:

All teachers in the Oxford City School System will take attendance each day.

1. Tardy to school is defined as not being in the homeroom at 7:35 for roll call.
2. Absent from school is defined as not being present in class at least half of the day (11:28 a.m.).
3. Please refer to the Student Code of Conduct for further information regarding absences.

Excerpts from the OCS Student Code of Conduct

Excuses

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

1. Excused Absence – an absence for which a valid cause may be presented such as a doctor's visit, illness, death in the family with documentation, inclement weather, legal requirement, supported by documentation, medical quarantine, etc. (these are notes from a professional or documented legally; they are not parent notes/undocumented excused absence)
2. Parent/Guardian Notes (Undocumented Excused Absence) – An absence is excused when the parent/legal guardian/custodian sends a signed, dated note explaining the reason for the absence within three 3 days of the absence. A student may only have 5 undocumented excused absences per semester.
3. Unexcused Absence - An absence which is unexcused:

- A. when the parent/legal guardian/custodian does not send a written note explaining the absence within three (3) days following the absence.
- B. when a parent note is presented for more than 5 absences per semester.

School Participation Absences

Students who are away from school because of participation in official school-sponsored activities, field trips, etc., shall be marked present and allowed to make up missed work.

Students who are absent from school for an unexcused reason shall not participate in any school extra-curricular or co-curricular activities that day (athletic contest, cheerleading, scholars bowl, etc.). A student must be present for $\frac{1}{2}$ of the instructional day in order to participate in any extra-curricular activity. Students suspended out of school or placed in an in-school disciplinary setting for more than $\frac{1}{2}$ day may not participate in any activity.

Any exceptions to this policy must be approved by the building-level principal or his designee.

Denial of Credit Based on Excessive Unexcused Absences

1. Grades K-6 - A student in grades K-6, who accumulates more than 18 absences (excused or unexcused) per year, may be denied promotion.
2. Grades 7-12 - A student in grades 7-12, who accumulates more than five (5) absences (excused or unexcused) per semester, may be denied promotion and/or class credit.

Make-Up Work - Excused Absences

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

Students assigned to transitional education may make up tests and class work. Work assigned while a student is in TE must be submitted by the student upon re-admittance to class or at a time designated by the classroom teacher. An assignment to TE counts as an absence from class and not from school.

At the Elementary Level (Grades K-6) –

The parent/legal guardian/custodian or student shall be responsible for arranging necessary make-up work.

Time Limit - Arrangements for make-up work must be made within three (3) days after returning to school from an excused absence.

Normally, arrangements and make-up work must be completed within a total of three (3) school days; however, for long-term absences additional days to make up the work may be approved by the principal. Teachers may elect to use discussion/essay tests in lieu of the original test instruments to ensure that the make-up assignments have produced student attainment of the objectives covered.

Make-Up Work - Unexcused Absences

Teachers shall provide make-up assignments or examinations for students absent for unexcused reasons. Students absent for unexcused reasons must make up homework, class work, etc. Teachers may elect to use discussion/essay tests to ensure that the make-up assignments have produced student attainment of the objectives covered.

Check-Outs

All check-outs shall be recorded. A check-out is defined as leaving school prior to the end of the respective school's regular daily activities. Check-outs shall be considered unexcused absences from those class periods missed unless evidence is presented to the principal or designee by the parent/legal guardian/custodian that check-out was for an excused reason.

Students must check-out through the school office in compliance with each school's procedures.

Perfect Attendance Award

Grade K-12 - A Perfect Attendance Certificate shall be awarded to students in grades K-12 who have attended school every day for the entire day (No check ins or check outs) during the school year.

Religious Absences

A student will be excused for official religious holidays when the student's parent/legal guardian/custodian notifies the principal **in advance** for the student to be absent for this purpose. Students shall be allowed to make up work missed during such absences.

Absence Due to School-Approved Trips

Students on school approved trips are not counted absent from school while participating in activities under the supervision of a school system employee. The student is responsible for making up all classroom work missed while on the approved trip within the same time frame as other make-up work.

Absentee Referrals

The following provisions shall apply:

1. The home room teacher shall refer all cases of known truancy, parental neglect, and chronic absenteeism to the principal. The principal shall refer any such students to the Attendance Officer in accordance with the Truancy and Early Warning Prevention Program.
2. Students taken into custody by officers in compliance with the Truancy and Juvenile Delinquency Prevention Program shall be reported to the Attendance Officer by the principal.

Backpacks

As part of our Safe School Plan, if a student chooses to bring a backpack it must be clear or see through mesh.

Birthday Observances

We will not distribute or allow distribution of birthday invitations or food items, including goody bags, cupcakes etc. at school.

Check In/Out

Persons checking out a student must show a driver's license and be listed on the approved check out list for that student. Students who check-in during the day should report to the office before going to class. Students should be checked out in the office. Absences from class(es) incurred due to checkouts will impact negatively on a student's progress. No parent will be allowed to check out a child after **2:40 p.m.** to avoid the car riders' traffic line. Our office staff has other responsibilities at the end of the day and these unnecessary checkouts take them away from their assignments. Remember that our buses do serve all areas of our school system. In order to check out a student, a "Student Checked out" slip must be completed. A doctor/dentist excuse must be returned within three (3) days for the check out to be coded excused.

Change of Address/Phone Number

The school must have a current and correct home address and at least two (2) telephone numbers where parents or relatives may be reached in case of an emergency. PLEASE NOTIFY THE REGISTRAR or SECRETARY AND SUPPLY NEW PROOF OF ADDRESS AND NEW TELEPHONE NUMBERS in person.

Child Nutrition Program

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.

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.

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

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.

Snacks: All snacks including ice cream sold by school offices are in compliance with the federal and state snack guidelines, and are not sold one hour before or after scheduled meal times. Ice cream is managed by each school individually, and funds for ice cream may not be added to your child's account for breakfast and lunch meals.

Conferences

Each parent should schedule at least one conference with a child's teacher during the school year. Additional conferences may be scheduled by the teacher or parent. These conferences are scheduled during teacher planning time on a day convenient to both parents and teachers.

Dress Code (K – 6th grades)

Adopted for students in grades K-12. Age, size and (development appropriateness) will be considered when applying this policy in grades K-6.

Oxford City Schools is a working and learning environment. All OCS students are expected to observe a standard of grooming and dress consistent with the importance of the school's mission of education. The Board and Administration recognize and appreciate the role of parents/guardians in assisting their children in making appropriate choices regarding their clothing while attending school within the boundaries provided by this dress code. Please refer to the OCS dress code diagrams and detailed description below.

The school principal or their designee will make the final determination on whether a student's clothing meets dress code standards and is appropriate for the school setting. Elementary administrators (grades K–4) may allow age-appropriate exceptions when necessary.

While it is understood that specialized courses may require specific attire, such as uniforms or safety gear, students in violation of the dress code will be required to change immediately. If this requires a student to checkout, the absence will be marked as unexcused. If violations become chronic, additional consequences may include Class I progressive measures of discipline.

Guidelines:

1. Clothing should fit properly and be the correct size for the student.
2. Any article of clothing, apparel, or personal accessory (including hair style) depicting violence, drugs, alcohol, firearms, weapons, tobacco, mutilation, sexual reference, gang affiliation, illegal behavior, language or symbols that could be considered suggestive, offensive, or obscene will not be permitted.
3. Undergarments must be worn as intended and in compliance with other provisions of the dress code; undergarments should not be visible.
4. Transparent garments must be worn with opaque apparel underneath to maintain required coverage (this includes see-through fabric, rips, holes, and tears.)
5. Jewelry and accessories that interfere with the safe learning environment are not permitted (heavy metal chains, spikes, etc.)

6. Sunglasses, hats, hoods, or head covering (including bandanas, scarves, wraps, bonnets, etc.) are not to be worn in school buildings except as related to medical needs, religious practices, or as a component of a school uniform (CTE, band, athletics.)

7. Pajamas and sweatpants should not be worn in school. This includes sleep pants and onesies.

a. Athletic shorts and sweatpants should not be worn for grades 5-12.

b. Athletic shorts and sweatpants are permissible for grades PK – 4.

8. Appropriate shoes must be worn at all times. House shoes, slippers, shoes with cleats, shoes with wheels are not permitted.

9. Shirts/Tops:

a. must have straps with a minimum of two-inch width (2”) on shoulder

b. must not be low cut, off the shoulder, or racer back

c. must overlap with pants/bottoms to conceal abdomen/waist - including when seated and during activity

d. crop tops, exposed midriff, or bare sides are not permitted

10. Pants/Shorts/Skirts/Skorts/Dresses:

a. must be worn at the waist level and fit properly

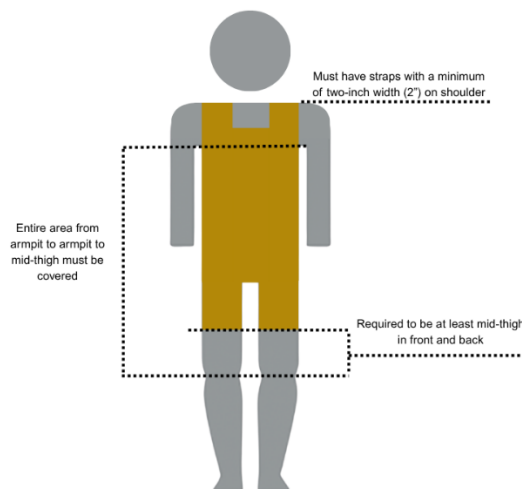
b. length of shorts, dresses, skirts, etc., is required to be at least mid-thigh in front and back

c. apparel must be appropriate for student participation in all school activities

d. rips or tears must be below mid-thigh unless concealed by material beneath holes

e. leggings must be covered by a top or dress at least mid-thigh length in front and back

Diagram: These visual aids are provided as a simple reference for understanding the dress code. The basic tenants of the dress code include coverage of opaque material over the areas of the body shaded below.



The Principal will be the final authority on the appropriateness of student choices in grooming and dress.

Disciplinary Action – Elementary Students (K-6)

Violations of the dress code are to be considered minor violations and dealt with accordingly.

Guidance

The objective of our Guidance Department is to assist each student in social and school adjustments. The counselor achieves this by utilizing the Comprehensive Counseling and Guidance State Model for Alabama Public Schools 2003. Whenever necessary, please feel free to telephone the counselor during school hours.

Gifted Program and Referral for Services

Intellectually gifted children and those who perform at or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These children and youth require services not ordinarily provided by the regular school program. Children and youth possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor. (AAC, 1999) Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist. For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

To make a referral for screening, contact the school's guidance counselor.

Vaping Devices

Oxford City Schools does not allow students to bring or use vaping devices, e-cigarettes, or similar items at school or school activities. These items are unsafe and are not permitted.

If a vaping device is found at school, school staff will secure and test the device following district procedures. If the device contains a prohibited substance, school discipline will be handled according to the Oxford City Schools Code of Student Conduct.

If a device is found to contain an illegal substance, the incident will be reported to the appropriate authorities as required by law. Parents or guardians will be notified, and student rights and due process will be followed.

Harassment/Bullying

All OCS schools recognize that physical or verbal harassment, including harassment on the basis of gender, is a violation of both federal and state discrimination laws. There is zero tolerance for bullying and harassment, and it will be dealt with according to the local board policy (Please refer to the Oxford City Schools Code of Conduct).

No student shall engage in nor should any be subjected to bullying, violence, threats of violence or intimidation by any other student that is based on any of the specific characteristics set forth in this policy. Students who violate this policy will be subject to appropriate disciplinary sanctions

as specified in the Student Code of Conduct, subject to the investigating school administrator's authority and decision.

“Bullying” means a continuous pattern of intentional behavior on or off of school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical actions that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in this policy. To constitute bullying, a pattern of behavior may do any of the following:

- **Place a student in reasonable fear of harm to his or her person or damage to his or her property.**
- **Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.**
- **Have the effect of substantially disrupting or interfering with the orderly operation of the school.**
- **Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.**
- **Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.**

“Hostile environment” means the perception by an affected student that the conduct of another student constitutes a threat of violence or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person, under the circumstances, would agree that the conduct constitutes bullying, threat of assault, or assault.

“Violence” means the unjustified infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.

“Threat” means a statement of an intention to inflict pain, injury, damage, or other hostile action to cause fear of harm. The intention may be communicated through an electronic, written, verbal, or physical act to cause fear, mental distress, or interference in the school environment. The intention may be expressly stated or implied and the person communicating the threat has the ability to carry out the threat.

“Threat of violence” means an unjustified expression of intention to inflict injury or damage that is made by a student and directed to another student.

“Intimidation” means an unjustified threat or other action that is intended to cause fear or apprehension in a student.

“Student” as used in this policy means a person who is enrolled in Oxford City Schools public school system.

Description of Behavior Expected of Students

Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting bullying, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student, and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.

Bullying, intimidation, violence, or threats of violence are prohibited and will be subject to appropriate disciplinary consequences and/or sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the student

- Race
- Sex
- Religion
- National origin
- Disability

Consequences for Violations

A series of graduated consequences for any violation of this policy will be those outlined in the Code of Student Conduct.

Reporting, Investigation, and Complaint Resolution Procedures

Complaints alleging violations of this policy may be made on a Board-approved complaint form available in the handbook, on the website, or at the school's office. The complaint must be delivered to the principal or the principal's designee either by mail or personal delivery. Incidental or minor violations of the policy may be presented and resolved informally.

The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee is authorized to inform the student's parent or guardian of the report unless at the discretion of the school principal or the principal's designee the apparent cause of the threat of suicide is child abuse or other significant harm from a parent or guardian.

Upon receipt of the complaint, the principal or the principal's designee will determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake a reasonably prompt investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions may be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violations(s) may also be imposed by the principal or the school system.

Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation may be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy may be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

Bullying Complaint Form

This form is used to report violence, threats of violence, harassment, intimidation and/or bullying that is believed to have occurred during the current school year on school property, at a school-sponsored activity or event off school property, or on a school bus. Please deliver or mail to the principal's office.

School Name (Circle one): OHS OMS CEH CES DES OES

Student Name: _____ Grade: _____

Date of Incident: _____ Time of Incident: _____

Location of Incident: _____

Person Making Report (Circle one): Student Parent Staff Other

Reported Victim(s): _____

Reported Perpetrator(s): _____

Did the incident resulted in a threat of suicide by the victim (circle one): YES NO

Description of conduct leading to the complaint (attach additional sheets if needed)

Other important information

Signature of person making this report:

_____ Date: _____

Signature of school official accepting this report:

_____ Date: _____

Please note that the submission of a complaint does not automatically substantiate that misconduct has occurred. The school administration has the authority to investigate any allegations of wrongdoing.

Head Lice

Students are checked for head lice once a month or as deemed necessary. If live lice are found, the student's parents will be required to take the student home and treat him/her with a lice killing product. A parent must accompany the student back to school, along with proof of treatment, and be checked by the school nurse or designee for readmission to class. If nits are found, the student will be allowed to stay in class. The parent will be notified to treat the student's hair and will be given instructions on removing the nits.

Ice Cream Sales and School Snacks

Policies regarding snacks/food brought from home are at the discretion of each school principal. Snacks may be brought from home or purchased at the school office. No JUICE, Carbonated Drinks, or FRUIT DRINKS may be brought. Water is the only drink that is allowed for snack time. All water must be clear. If your child brings flavored water then it must be clear. We have snacks and bottled water available. Prices are \$0.50 for snacks and \$0.50 for water. Students are not allowed to use vending machines. Ice cream will be sold on Fridays only. The price for ice cream is \$1.00. Ice cream should be paid monthly, by semester, or by the year. No refund policy with ice cream.

Inappropriate Items

Items such as digital devices and toys, including toy weapons that are unnecessary to the instructional program should not be brought to school. If these items are brought to school, they will be confiscated and returned only to a parent or guardian.

Internet Policy

All students will be given a copy of the Internet Policy at the beginning of the year. Parents and students are asked to sign the policy and return it to the school. Only those students who have the signed policy will be allowed to access the Internet.

Device Repair and Replacement

We offer optional Device Protection Coverage. In the event of a lost, stolen, or broken device, this Device Protection Coverage will cover up to two repairs due to accidental damage. The Device Protection Coverage cost for K-6 is \$25. The payment window for the cost of the Device Protection Coverage for the 2025-2026 school will close on October 3, 2025.

If a parent or guardian chooses not to opt-in to Device Protection Coverage or the student has more than two accidental damages, the costs for repairs or replacements will be the responsibility of the parents or guardians. Costs charged for damages are determined by the cost of replacement and repair parts provided by Apple.

Library/Media Center

All students go to the library on an open library schedule and are encouraged to participate in the Accelerated Reader program. Students are able to check out books regularly. Parents may assist by showing an interest in the child's library books and by taking time to read and share books.

****Don't Have a Computer?**

Don't forget that the Oxford Public Library offers computers with free internet access.

Lost and Found

A "lost and found" is located at each school. Students should check periodically for misplaced articles. **Please make sure your child's name is labeled inside of his/her jackets, lunchboxes, water bottles, etc..** It is also recommended that all other personal property items be labeled. Unclaimed will be donated after a reasonable length of time.

Lunch Reservations

We will be accepting lunch reservations on Mondays, Wednesdays and Fridays. We welcome you to enjoy visiting with your child in the school environment. Reservation forms are a part of our ongoing efforts to monitor and improve our safety and security procedures. You will be provided with copies of the reservation form or you can download it on the school website. We do ask that you follow the expectations listed below.

- The reservation form must be submitted to your child's teacher or the office by 8:00 a.m. of the day you are planning to visit. Reservations for lunch must be submitted on this form only. This will assist us in planning for your visit. All visitors that will be entering the school building must be listed on this reservation.
- Visitors will report to the office before and after lunch. Bring your photo ID. Lunch visitors must be on the student's check-out list or accompanied by a parent/guardian on the list.
- Lunch visitors will be permitted into the building no more than 5 minutes prior to their child's lunch time.
- Lunch visitors will report directly to the cafeteria/lunchroom after checking into the office. After lunch, lunch visitors must go straight to the office to check out (i.e., lunch visitors are not permitted in other areas of the building without the office being aware of it.)
- Visitors will sit in a designated area in the cafeteria/lunchroom. Visitors will only be permitted to eat and interact with their child/children.
- In order to be good role models for our students, visitors should adhere to the Oxford City Schools grooming and dress code for students in grades K-12.

We will not accept reservations until September. Reservations will begin on Wednesday, September 2nd. Students will be learning routines and procedures in August.

Medication

See the Student Code of Conduct for this policy. [Code of Conduct](#)

Messages

Parents should be sure that their children are aware of any changes in after-school plans BEFORE the student comes to school. Naturally, emergencies arise from time to time which requires a message or item to be given to a child. The school is happy to assist, but your cooperation in keeping these calls to a minimum is appreciated. A student must have permission from the student's teacher, principal or secretary before using the telephone. The teacher will not be disturbed during blocks of instruction time.

Weekly Folders

Weekly folders requiring a parent's signature will be sent home each Monday with each Kindergarten-4th grade student. Class work, assessment and information will be included. The parent should review the papers and keep while returning the signed folder with each child each Tuesday.

Notes Required from Parents

The school requires notes from parents explaining the following:

- Absences (within 3 days of return)
- Absences for religious reasons must be sent to the principal **prior** to the absence.
- Request to miss recess or physical education
- Permission for field trips
- Permission to go home with another student
- Change in the usual method of transportation
- Any known allergies
- School Nurse Contact is required for:
 - Authorization to administer medication
 - Specific health needs

Parents

- Get involved with your child's learning at home. Know what your child is learning at school and be aware of his or her progress. Keep track of homework assignments and be sure your child is doing them. Talk about the value of education.
- Encourage your child to read. Read to and with your child every day. Have reading materials for your children at home-books, magazines, newspaper, catalogs, and product instruction sheets. Let your child see you reading. Take your child to the library.
- Attend as many school activities as possible. Get to know your child's teacher. Find out the best ways to stay in touch-notes, telephones, or email and communicate with them often.

Physical Education

All students are required to participate in P.E. activities. All students are graded according to proficiency of standards, participation, effort, and observance of specific rules governing safety and use of equipment. **Participation** All students are required to participate in P. E. activities. If a student is injured or ill they must: present a doctor's note. Students who are temporarily ill for up to two days should bring a parent note stating the nature of the illness. Students that are injured or ill without a note from a parent or doctor should be referred to the nurse. For extended exemptions (over 3 days), a written doctor's excuse is required.

Promotion/Retention

OCS Promotion Criteria Grades 1 – 4 into the next grade: Students may not be allowed to pass to a higher grade if the student fails to master the established standards for a particular grade level, level of learning, or subject matter content. Students who score a 2.0 or below on two or more critical standards are considered candidates for retention. Decisions regarding promotion to the next grade shall rest with the school principal, who will be advised and collaborate with the teacher of record.

Denial of Credit Based on Excessive Unexcused Absences

Grades K-6 - A student in grades K-6, who accumulates more than 18 absences (excused or unexcused) per year, may be denied promotion.

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. Parents who are at the school during such a time are encouraged to observe the 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.

School Day

The school day begins at 7:35 a.m. NO STUDENTS SHOULD ARRIVE TO SCHOOL PRIOR TO 7:05 a.m. Upon arrival, students can report to the cafeteria for breakfast pick up or to their designated area. Students not in their classrooms at 7:35 a.m. will be considered tardy. The school day ends at 3:05 p.m. Any student who must be dismissed prior to 3:05 p.m. must be signed out in the office. ONLY those persons listed on the checkout list are authorized to sign out in the office.

Severe Weather

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. Parents should have a plan for their children where to go should buses have to run early. Car riders, walkers, and day care participants should have definite instructions from their parents.

Statement of Non-Discrimination

OXFORD CITY BOARD OF EDUCATION - NOTICE 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.

Student Assessment

The reporting system is designed to inform students and parents of test results and other information concerning growth and achievement. We use a variety of student assessments:

student's portfolios, teacher, computer, textbook made tests, tasks, teacher observation, and proficiency scales. Students in second, third & fourth grade will take a state assessment (ACAP). K-4th students will be given benchmark assessment three times a year.

Cell Phone/Digital Device in a Testing Setting by Students

The possession of digital devices (including but not limited to cell phones, MP3 players, cameras, mobile entertainment, social connections, navigation devices, or other telecommunication devices; all devices including watches with internet, text, video/photography, or cellular capability. is strictly prohibited in the testing setting. Local education agency (LEA) school personnel will collect such devices before students can enter the testing room. If a device is in the possession of a student in the testing setting, testing for the student will cease, the device will be confiscated, the student will be dismissed from testing, and the student's test will be invalidated. Additional disciplinary action may be taken by the LEA.

Study Habits and Homework

Good study habits are important. We expect the best from each individual student. Homework, effectively done, helps bring out the best work from students. Parents can do their part to improve their child's study habits and homework by providing good conditions. Be sure to find out your child's teacher's routine practices regarding homework.

Technology

Students are responsible for the proper use and care of the digital devices that are used at school. Please carefully read the **ACCEPTABLE AND RESPONSIBLE USE OF TECHNOLOGY FOR STAFF AND STUDENTS** in the Code of Student Conduct.

Telephone

The office telephone is for business use only. All students should have a clear understanding with parents as to the manner they will be going home. They should have made prior arrangements with their parents. CHANGES IN TRANSPORTATION WILL NOT BE MADE BY TELEPHONE or EMAIL.

Textbooks

Students will be loaned a set of textbooks (if available) after she/he has checked them out with the teacher. It is the responsibility of the student to take care of textbooks to avoid loss or damage. Any book that is lost or destroyed must be paid for before a replacement is issued to the student.

Transportation

Safety is of primary concern for us. State law requires that a transported student be under school supervision from the time he/she steps on the bus in the morning until stepping off in the afternoon. As a result, classroom behavior is expected while on the bus, and drivers will report any misbehavior to the administration. **Bus riding is a privilege.** Students who do not abide by the rules and regulations will be denied the convenience of bus transportation to Oxford City Schools. Regular procedures are as follows: 1st notice – Note Home, 2nd notice – Phone call from the office, 3rd notice – 3 day bus suspension, 4th notice – 1 week bus suspension, 5th note – 2 week bus suspension – 6th notice – bus suspension for the remainder of the year. Fighting and/ or

severe infractions will warrant automatic bus suspension. If there is a change in your child's transportation, a written note must be provided to the school. (Parents/legal guardians must submit a written excuse with a signature. Excuses cannot be sent via email or on apps (e.g., Class Dojo, See Saw, Remind, text etc.) Also, it is required that parents/guardians or adults on the check-out list be visible to the bus driver daily when the students are dropped off at their bus stop.

Visitors / Volunteers

All visitors must enter through the main entrance to the school, sign in and be cleared to enter. Approved volunteers and lunch visitors are welcome in the building on Mondays, Wednesdays, and Fridays. Parents who wish to meet with a teacher will need to call the office in advance to schedule a time that is convenient with the teacher. VISITORS WILL NOT BE ALLOWED IN CLASSES DURING INSTRUCTIONAL BLOCKS.

We welcome parent volunteers who wish to help teachers with tasks (i.e., copying papers, cutting, laminating items, etc.) If your schedule allows you to volunteer, you will need to complete the volunteer form. This form is part of our ongoing efforts to monitor and improve our safety and security procedures.

Withdrawals

Students needing to withdraw from school must report to the main office accompanied by a custodial parent or guardian and receive a clearance form that must be signed by all teachers and the principal, as indicated. These signatures indicate clearance with reference to textbooks, library books, other school equipment and debt.

Website

Learn about the school and your child's class by logging onto Oxford City Schools' website <http://www.oxfordcityschools.com/>. You can select your child's school to receive information about your child's classroom. You will find useful information as well as email links that will let you communicate directly with your child's teacher.

The Alabama Literacy Act

The Alabama Literacy Act was passed in 2019 and created to help improve reading in Alabama public schools and to ensure students are reading on grade level by the end of the 3rd grade. Reading is essential to lifelong achievement and success.

Third grade students must be proficient in foundational reading skills in order to comprehend texts. If students are unsuccessful, they will have difficulty understanding grade level reading material. This results in students beginning to fall further behind each year. Strong reading skills are needed by students in order to learn other school subjects such as science, social studies, writing, and even math.

Requirements of the law:

- All students in Kindergarten through 3rd grade with an identified reading deficiency will be required to have a Student Reading Improvement Plan (SRIP). A reading deficiency is determined by a consistent deficiency in any of the following areas: letter naming fluency,

letter sound fluency, nonsense word fluency, sight words, oral reading accuracy and fluency, vocabulary, or comprehension.

- Assessment of early literacy skills three times during the school year
- Parental notification within 15 days of identification of a reading deficiency
- Supplemental reading intervention
 - Strategies and resources for parents to use at home
 - Summer reading camp

If your child is reading below grade level expectations entering 3rd grade, you will be informed that he/she may not be promoted to 4th grade unless sufficient progress is made. Beginning in the 2023-2024 school year, if your child does not demonstrate sufficient reading skills at the end of 3rd grade, you will receive notification that he/she may not be promoted to 4th grade.

Good cause exemptions allow students who are reading below grade level to be promoted to the 4th grade but still receive interventions and other support. The good cause exemptions apply to:

Students with limited English proficiency with less than two years of instruction in an English Language Learner program; Students with disabilities whose Individualized Education Program (IEP) indicates that participation in statewide accountability assessment program is not appropriate; Students with a disability whose IEP or Section 504 plan indicates the student has received intensive remediation for two years but still demonstrates deficiency in reading and was previously retained in kindergarten, 1st, 2nd, or 3rd grade; Students who have received intensive intervention in reading for two or more years but have been previously retained in kindergarten, 1st, 2nd, or 3rd grade for a total of two years.

Third grade students who demonstrate an acceptable level of reading proficiency on an ALSDE approved supplemental standardized assessment or reading portfolio may be promoted to 4th grade.

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.

What is Child Find?

Child find is the process of identifying and evaluating children with disabilities who may be in need of special education and related services. Both state and local education agencies are given the responsibility by federal and state laws, to conduct child find activities so that children who need special services have the opportunity to receive those services. Qualifying children who are age 3 through 22, are eligible for special education services.

What is the purpose of Child Find?

- To promote public awareness of disabilities; Children served in Home-School environments, in non-public settings and homeless children are all part of the Child Find Requirements.
- To alert parents, professionals, and the public, to children who may have special needs;
- To assist school district in finding children who may have disabilities and who otherwise may not have come to their attention;
- To enable children and families to receive the special education and related services that are needed.

Who do I contact? For Birth to 3 call 1-800-543-3098. For ages 3- 21 call 1-256-241-3145
Special Education Coordinator

OCS Virtual Education

Students who are enrolled in the Oxford City School System or who meet the requirements in Oxford City Schools Policy 5.12 may apply for enrollment in the Oxford City Schools Virtual Education option. The Virtual Education Option offers 4 core courses (ELA, math, science, and social studies) in all grades. **The deadline for enrollment in the virtual education option is the end of the 1st nine weeks of each school year.** Special situations may be addressed by school administration. Virtual courses are not facilitated by Oxford City Schools teachers. These courses are led by certified teachers that are employed by the course provider. Students must meet their program's ongoing criteria to avoid being “dropped” from the course or the program.

Alternative Placement and Student Supports (K–4)

Oxford City Schools is committed to supporting students academically, behaviorally, and socially. When a student experiences ongoing behavior or emotional concerns that interfere with learning or safety, the school will provide support through school-based interventions.

Teachers and school staff work with students using classroom strategies, behavioral supports, and, when appropriate, social-emotional or mental health supports. Parents or guardians are informed and involved throughout this process.

If a student’s behavior continues to significantly disrupt learning or creates safety concerns despite these supports, the school may consider a temporary alternative placement. This decision

is based on the student's needs, the supports already provided, and the expectations outlined in the Code of Student Conduct.

Alternative placement is intended to be supportive and instructional. Students continue to receive academic instruction and appropriate behavioral or emotional support. Each placement includes clear goals and regular progress monitoring, with the expectation that the student will return to the regular classroom when progress is demonstrated.

Title IX

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 filed 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.