Oxford City Schools

2026 — 2027

STUDENT HANDBOOK

Oxford High School

OHS Student Handbook

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Oxford High School

Oxford City Schools, Superintendent	Dr. G. Todd Haynie
Principal	Cale Wright
Assistant Principal	Jeanna Chandler
Assistant Principal	Rachel Gravette
Assistant Principal	Jeremy Tapley
Assistant Principal	Dr. David Williams
Guidance Counselor	Carla McDonald
Guidance Counselor	Katie Norton
Guidance Counselor	Leah Betts
Guidance Counselor	Jada Gilbert
School Secretary	Amber Smith
Attendance	Monnette Williams
Bookkeeper	Andrea Warhurst
Registrar	Melanie Bice
School Secretary	Faye Vincent

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.

The policies at Oxford High School may vary slightly throughout the year so please stay up-to- date with any changes by your continued contact with the Administration at OHS.

History of Oxford High School

Oxford High School was first located in the building once housing Oxford College. Oxford College operated for thirty-two years and was the Alma Mater of many of Calhoun County's most distinguished leaders and citizens. The building was sold to the City of Oxford, and Oxford High School was established in 1909; the first class graduated in 1910.

After forty years in the Oxford College Building, a twenty-nine classroom building was constructed on the present site. Later a gymnasium, football stadium, band room, and lunchroom were also constructed. A home economics complex and a fourteen classroom annex were added to the original building. From 2001-2004, Oxford High School opened the doors to a multi-million dollar sports arena, media center, and music facility. The sports arena was built as a multi-purpose sports facility to accommodate the needs of hundreds of student athletes. The media center houses three floors of technology and informational text complete with a tiered classroom and Oxford Historical Room. The media center is home to the Connection, an innovative collaborative space utilized as a center of creative and thoughtful work. The pattern of growth continued in 2008 with the building of the College Building. The architecture of the building was designed to preserve the memory of Oxford College and the historical Oxford Rock Stadium. It is reminiscent of a treasured past and the virtues of discipline and character are echoed daily under its golden rotunda dome.

In 2010, Oxford completed its most elaborate enhancement yet with the building of a state of the art 18 million dollar high school into the OHS hill. The new high school opened with 21st century technology in all classrooms, computer laboratories on three of its four floors, four laboratories for science classes, and two weight training facilities that meet collegiate standards. Another massive addition was made in 2015 with the addition of a Career Center, which houses a variety of workforce simulation labs. These labs include a robotics/engineering lab, television production lab, and a health science lab. Oxford High School students use these spaces to apply learned content.

In 2017, Oxford established the Connection, the Evidence Room, and the Teacher Innovation Station. The Connection is a premier collaborative space on the 3rd floor of the Media Center. The Connection is also home to the Glass room, which is an exciting and innovative classroom designed for observation and professional growth. The Evidence Room is a location where educators can meet to dig into the data for every single Oxford High School student. The Teacher Innovation station is a space for teachers to create, make, and do. It is also home to our Podcast Station.

We are grateful for the collaborative efforts of The Oxford City Board of Education and the City of Oxford for providing 21st century facilities

School Colors and Emblem

Black and Old Gold are the school colors. Oxford High's mascot is the Yellow Jacket. The official school emblem appears on the school rings, diplomas, yearbooks, etc. The emblem denotes the symbolic areas of athletics, music, the lamp of learning, and graduation.

Accreditation Standing of Oxford High School

Oxford High School is accredited by the State Department of Education and is a member of the Southern Association of Colleges and Schools.

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. Inquiries or complaints regarding compliance with federal regulations may be directed to:

Title IX/Title VI Coordinator	Section 504/English Learning Coordinator
Joicelyn Armbrester 402 Main Street Oxford, Alabama 36203 256-241-3140	Cassidy Whitman 402 Main Street Oxford, Alabama 36203 256-241-3140

Principal’s Message

Welcome to the 2026–2027 school year at **Oxford High School**!

It is my honor to serve as your principal, and I am excited about the opportunities ahead for our students, staff, and families. At Oxford High School, we are committed to providing a safe, supportive, and challenging learning environment where every student is encouraged to grow academically, socially, and personally.

This student handbook has been designed to help students and parents understand the expectations, policies, and procedures that support a successful school experience. It is important that all students take time to review this handbook and become familiar with the guidelines that help our school run smoothly and ensure a positive environment for everyone.

Our goal is to promote a culture of respect, responsibility, and excellence. We believe that when students are present, prepared, and committed to doing their best, they can achieve great things. We also believe that strong partnerships between home and school play a vital role in student success.

I encourage every student to get involved, work hard, make good choices, and take pride in being a Yellow Jacket. Together, we will make this a successful and memorable school year.

Thank you for being a part of the Oxford High School family. Let’s have a great year!

Sincerely,
Cale Wright
Principal, Oxford High School

Part I: School Operations

Section 1 – School Day

School doors are opened at 7:15 a.m. to start the school day and are closed twenty (20) minutes after the end of the school day. The school day may be extended on a scheduled basis for the purpose of offering tutorial programs. Students should report to their approved common area upon arrival on the school campus. Students are not allowed to sit in cars or stay in parking lot(s). Students are not allowed in the school building before the 7:15 a.m. bell rings unless they submit a note with a teacher's signature or inclement weather (administration will decide).

Any student remaining in the building after the end of the school day should be under direct supervision of an Oxford High School faculty member. Loitering will not be permitted.

Students participating in school-endorsed and/or sponsored events and trips should remember that all policies and requirements outlined in this handbook apply to them regardless of the time of day or day of the week. Any time a student is absent from school, without administrative approval, participation in extracurricular activities will not be allowed. A student must be present for ½ the hours included in a school day to participate in extracurricular activities unless approved by the principal or designee.

Section 2 – School Closing

When the superintendent deems weather conditions too hazardous for safe operations, schools will not open. This judgment will be made as soon as practical; the decision will be released to the news media by the superintendent's office. Students should monitor media outlets for announcements. 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.

REMEMBER: OXFORD CITY SCHOOLS WILL BE MENTIONED BY NAME. WE ARE NOT A PART OF THE CALHOUN COUNTY SCHOOL DISTRICT.

Section 3 – Enrollment

Students who move to Oxford after having attended public or private schools in another system may be admitted to the grade certified by the school from which they are moving. Guidance personnel will request students' records and evaluate transcripts for the purpose of grade placement. Students enrolling from any non-accredited program will be admitted based on board policy. These students may be asked to complete placement tests from OHS courses to determine grade and course placement. All students entering Oxford High School must have a parent/guardian present to register, must live in the Oxford School zone, and must have the proper immunization form from the State of Alabama. Parents must provide proper proof of residency.

Section 4 – Transfers

Students moving from or entering Oxford High School are to report to the Registrar for instructions and necessary forms. Public Law 93-380, H.R. 69 will be followed.
Transcripts will not be released until all fees are paid and books and other required school materials are returned or paid in full. A transcript fee will be charged by the school.

Section 5 – Withdrawals

Students wishing to withdraw from Oxford High School in good standing should report to the Registrar for proper instructions.

Section 6 – Student Records

Student records are kept locked and on file in the OHS records room. Numerical averages (grades) on the permanent records correspond to the grading system indicated on the report cards.

Section 7 – Federal Surveys

Federal surveys are required each school year as directed by the Superintendent and the Federal Government. These surveys are conducted early in the school year, and students are urged to be cooperative in getting the survey cards completed.

Section 8 – Report Cards

The student's progress report is issued four times per year on dates designated by the school. The fourth report acts as a student progress report and final report card for the academic school year. Evaluation of the student's achievement and conduct is the responsibility of the teacher, and the grade represents a professional judgment.

Parent/guardian/teacher conferences are encouraged and may be arranged through the guidance counselor's office during the teacher's planning period or at other mutually convenient times. Conferences may not be held during class time. Teachers may return telephone calls during their planning periods or after school.

Section 9 – Guidance and Counseling

It is the mission of Oxford High School's Counseling and Guidance Program to prepare every student socially, academically, and emotionally for present and future challenges. Students are provided with opportunities to gain an understanding of self and others, to participate in educational and occupational exploration, and to pursue career- planning opportunities in an environment that is safe, caring, and encouraging. The counselors at Oxford High School work with students, teachers, parents, and community members to empower students to reach their highest level as productive members of society. The Counseling and Guidance Program ensures that all students have multiple opportunities to acquire competencies in the three domains of Academic Development, Career Development, and Personal/Social Development. The four program delivery components and activities that are utilized in assisting students to achieve these competencies are as follows:

School Guidance Curriculum

The School Guidance Curriculum includes structured experiences presented systemically through individual and group activities from ninth through twelfth grades. It emphasizes decision making; self-understanding; study skills; and, career exploration, preparation, and planning.

Four-Year Planning

This Alabama State required component includes counseling activities that provide students with opportunities to plan, monitor, and manage their academic, career, and personal/social development through such activities as assessment and interpretation; academic advisement; development of four-year plans; and, student portfolios.

Responsive Services

These services include counseling or referral activities that meet the immediate needs and concerns of students, such as personal counseling, crisis counseling, problem solving, agency referral, and consultation.

System Support

This component includes indirect guidance management activities that maintain and enhance Oxford High School's Counseling and Guidance Program and provides appropriate support to its academic programs. Responsibilities in this area include staff and community relations, professional development, test interpretation, data analysis, and curriculum development.

Notes to Students, Teachers, and Parents

Students

If your counselor is assisting others, do not wait (except for emergencies); instead, please sign the "Student Visit Sheet" and report to class immediately. Your counselor will send for you as soon as possible.

Teachers

Please do not release students from your class to see a counselor, unless you have a written request from the guidance office or unless it is an emergency.

Parents

If you have any questions or concerns for your student's counselor, please don't hesitate to call and schedule an appointment. The objective of our Guidance Department is to assist each student. The counselor achieves this by utilizing Comprehensive Counseling and Guidance State Model for Alabama Public Schools 2003. Whenever necessary, please feel free to telephone the counselor during school hours.

Section 10 – Change of Schedule

Class size, teacher load, technology and accreditation requirements must be considered when requests are received for a change in the student's schedule. Schedules will be changed only by the principal or designee when there is an extreme emergency such as graduation requirements or other extenuating circumstances. Student courses are selected through the advisement process with the use of individual data, parent, teacher and student input, as well as the consideration of the student's strengths and post secondary goals. Due to the complex nature of this process, schedule changes will not be considered unless the student is missing requested courses, has course work not meeting their academic needs, or if the student's schedule does not allow them to attend course work at another approved institute of learning.

Schedule changes not considered an emergency will include a $25 change cost. An explanation of the process is detailed in the system's Curriculum Handbook.

Section 11 – Library/Media Center

Students are encouraged to use the library for research purposes as well as personal enrichment. A student may come to the library during the time when his/her class is occupying the library. He/She may go individually with a pass from his/her classroom teacher during school hours (this pass must be presented to library personnel upon arrival).

Section 12 – Communication with the School

It is essential that students and parents make every effort to communicate openly and frequently with the teachers, counselors, and administrators of Oxford High School in order for us to meet the needs of the student. Oxford High School will communicate through our reporting procedures, formal parent-teacher communication, and PowerSchool Learning management System, PowerSchool parent portal. It is important that parents and students inform teachers of any developments that may influence the student's performance at school. Parents can contact the school to receive a password and pin number to access their child's information from home. Oxford's district calendar also includes student-led conference dates that are critical to the home-to-school relationship. These dates are on the system calendar.

Your involvement with your child's education along with any information you share will enable us to successfully serve the educational needs of your child.

The Oxford High School staff desires to work with parents to achieve academic success while providing a safe and disciplined learning environment. Please understand that unless your concern involves a threat to the safety of your child and/or other students, the educational well-being of all students is best served by contacting Oxford High School at 256-241-3166 or by email, to make an appointment with a teacher or administrator. For security reasons all visitors must report to the main office. By making an appointment in advance, you ensure that the person you want to see will have the appropriate information readily available for you and will be able to address your concerns in a timely manner without interruption to the instructional program.

Section 13 – Demographic Information

Parents and students must immediately inform Oxford High School of any changes of demographic information such as changes of address and home, cell, and work telephone numbers. Also, parents must update the student's Medical Information history whenever necessary. This information is critical because the school may need to communicate with parents for academic or emergency reasons.

Section 14 – Deliveries to School

Delivery of flowers or balloons to students is not allowed during the school day.

Section 15 – Fraternities and Sororities

Fraternities and sororities, which operate primarily for social purposes, are not allowed to function in Oxford High School. Initiations are prohibited.

Section 16 – Hazing

Under no circumstances will hazing in any form be tolerated within the scope of the programs (including extra-curricular and co-curricular) sponsored by Oxford High School. Student leaders (team captains and members, club officers and members, etc.) are obligated to discourage and report hazing to their coach, teacher, and/or administrator. Hazing is any individual or group activity that willfully or recklessly endangers the physical or mental health of another individual or group such as, but not limited to, banter, ridicule, criticism, bullying, humiliation, intimidation, physical activity or brutality, or by extracting unnecessary work or participation in a disagreeable, unpleasant, or illegal activity for the purpose of initiating or maintaining membership.

Hazing also includes soliciting, directing, aiding, or otherwise participating actively or

passively in any of the described acts and is prohibited on and away from school property.

Oxford High School reserves the right to limit participation in any extra-curricular or co-curricular activity because of inappropriate behavior at any time. Any student participating in hazing activity will be subject to criminal prosecution and/or suspension and/or expulsion by Oxford High School and/or the Oxford City Schools Board of Education.

Section 17 – Class Rings

Oxford High School will have a showing of class rings during the student's sophomore year. Orders will be taken at the school. A deposit is required when selection is made. All money is collected and accounted for through the vendor(s).

Section 18 – School Dances / Extracurricular Activities

Any school dances and/or activities held at the school or an off campus facility will be sponsored by a club or organization affiliated directly with OHS. The Code of Conduct is in effect at all school activities.

Students inviting guests must provide the name of the guests. Students and guests are required to abide by all school rules and regulations at school events. Guests will be admitted at the discretion of the school administration and on the basis of procedures prescribed by them. School officials reserve the right to deny entry to any person. All persons attending are required to abide by school rules. Only students in good standing while attending Oxford City Schools and their guests are allowed at these functions. This includes but is not limited to a student's academics, attendance, and discipline as determined by the principal.

Section 19 – Pictures

School day pictures are made in the first semester of the school year and are available for purchase. All students are required to have pictures made in the fall in order to be placed in PowerSchool and the yearbook. Various other pictures are made during the school year and are available for purchase.

Section 20 – Assemblies

Assemblies consist of programs conducted by faculty, guests, and/or students. Assemblies are scheduled for different occasions. Students are seated in assigned places according to grades. Students should file into the sports arena and assume their assigned place in a quiet, orderly manner. Students who seat themselves out of their grade area or who are loud and boisterous are subject to disciplinary action.

Section 21 – Pep Rallies

Pep rallies are held before games with other schools and are planned to encourage school spirit and to bolster school athletics. Students are seated in the order assigned for assemblies. The administrator will consider having pep rallies on a week-to-week basis. Time and location will be decided upon weekly.

Section 22 – Lockers

We will not have hallway lockers this year.

Students should place a lock on their athletic/P.E. locker and give a spare key/ combination to their teacher. The school or school personnel are not responsible for stolen items.

Section 23 – Student Parking (10th-12th Grade Only)

Any vehicle brought on the OHS campus is subject to search by administrative personnel (or designee).

1. Driving privileges on Oxford High School campus are restricted to those students who have a valid driver's license, proof of insurance, have been authorized and have the proper permit displayed.
2. Parking permits are in the main office. A valid Alabama driver's license is required for issuance of permit. Permits are issued on a first-come, first-serve basis. Vehicles without permits may be ticketed, towed away, and student owners may be subject to disciplinary action.
3. Safe driving must be practiced at all times. The speed limit on campus is 10 miles-per-hour.
4. Students are expected to park their cars and leave them immediately. Sitting in cars at any time is absolutely prohibited.
5. Parking is prohibited in the following areas: yellow curbs, front of main building, teacher parking lot, and any other designated area. Missing class to move a car from a prohibited area will result in an unexcused absence from class. Violators are subject to having their vehicle towed at the student's expense. Students are also subject to disciplinary action for improper parking.
6. All students' vehicles may be subjected to search if there is reasonable suspicion that drugs, alcohol, stolen property, weapons, or other contraband might be present in the vehicle.
7. The school assumes no financial responsibility for damage to cars parked on campus.
8. The school reserves the right to make necessary regulations. If a student refuses to observe driving/parking regulations, the school has the authority to refuse/revoke the parking privileges to that student.
9. Oxford High School strives to meet the needs of all disabled students. The principal will assist any student that requires special consideration.

Parking permits will be issued to students who pay the $30 fee to park and submit the required paperwork which includes but is not limited to a copy of the students drivers license, proof of insurance, and the tag number. Students that are involved in extracurricular activities requiring them in some instances to remain on campus after regular school hours may receive preferential parking over a student that dismisses on a regular basis at 2:55. Spaces will be issued as follows:

- The Upper Student parking lot will be designated for sophomores, juniors and seniors.
- The Sports Arena parking lot will be designated for girl's athletics.
- The gravel parking lot will be designated for sophomore and junior boy's athletics and overflow.
- Highway 78 parking is designated for senior band.
- The Media Center parking lot will be designated for extracurricular students and seniors.
- Second street parking is designated for student overflow.
- The parking lot located in front of the OHS main building is reserved for teachers, staff, and senior baseball players.
- The bus parking lot is reserved for teachers and parents only during school hours.
- The CAC parking lot is designated for senior football players.

School personnel will issue students a number based on availability of spaces. The school reserves the right to designate specific spaces to students.

Section 24 – Pregnancy

Pregnant students may report to the Guidance Department so that counseling services can be made available to assist students in academic matters.

Section 25 – Illness

A student who has a contagious disease is not eligible to attend school for the period of time prescribed. A student who has a fever will not be allowed to remain in the classroom. Student illness or injury appearing to warrant emergency treatment is handled in the following manner:

1. The student will be sent to the school Nurse.
2. If the Nurse deems necessary, a parent or guardian is notified.
3. If a parent or guardian cannot be reached, medical aid may be given to the student under emergency procedures.

In those instances in which the illness or injury does not appear to warrant emergency consideration, routine first aid procedures are used.

Homework assignments may be arranged through a counselor. This applies to illness that exceeds five (5) days. All such assignments must be completed and returned before other assignments are made. A student may also check Schoology for assignments and missed course content.

Section 26 – Oral Medication

The guidelines for medication being given to a student are fully outlined in Appendix O of the Code of Conduct.

NOTE: NO STUDENT IS ALLOWED TO HAVE ANY TYPE OF MEDICATION IN HIS/HER POSSESSION WHILE ON THE CAMPUS OF OXFORD HIGH SCHOOL. ANY STUDENTS WITH PRESCRIPTION OR OVER-THE-COUNTER MEDICATION IN THEIR POSSESSION THAT HAS NOT BEEN PROPERLY CHECKED IN BY SYSTEM PERSONNEL ARE SUBJECT TO T.E. /O.S.S. OR POSSIBLE EXPULSION AND SUBJECT TO CURRENT LAWS.

Section 27 – Medical and Dental Appointments

Parents/guardians are encouraged to make dental and medical appointments for students either after school hours or on those days when school is not in session.

Section 28 – P.E. Uniform

All students who take PE are required to dress out. PE equipment may be purchased at any store that carries these items. Students should check with their PE teachers regarding appropriate shoes and clothing. It is the responsibility of students to maintain the contents of their PE locker.

Section 29 – School Supplies

All students are expected to come to school prepared with the essential materials used for the class. Each teacher will communicate to their students what those supplies are by way of a course syllabus, PowerSchool, and/or E-mail. These items should be purchased before school since desire and/or need to purchase these items is not sufficient reason to leave class.

Section 30 – Lost and Found

All objects that are lost may be reported to the main office or to the assistant principal's

office. All found objects should be turned into the main office.

Section 31 – Parties

Parties of any type are not allowed at Oxford High School during school hours.

Section 32 – Students and Money at School

For safety and management reasons no student at Oxford High School should have more than $20 in cash on their person in the school building. This requirement exists to curb theft and money exchange during the school day. Any fundraising receipts should be turned in before the end of 5th period.

Section 33 – Returned Checks

A $30.00 additional charge will be added for any check returned to the school for insufficient funds. Should two checks drawn on the same account be returned, we reserve the right to refuse to accept future checks on that account.

Section 34 – Contests and Fundraising

Any fundraising must be approved by the principal. No outside fundraising (church, private, etc.) is allowed during the school day. Contests and activities that are sponsored by out-of-school agencies must be related to the schoolwork of the participating pupils before the principal may grant permission for the contests or activities to occur in the school. Organizations or groups within or outside the school may not use the school's name in any contest or fund-raising drive without the written approval of the principal. Involvement in the many contests proposed and sponsored by civic groups and organizations is determined at the school level.

In order to prevent the exploitation of students and school personnel, the board prohibits the following practices:

The use of school employee's time during the school day by agents or representatives of business concerns if not in the best interest of the school.

1. The raising of money by pupils except for organizations and activities sponsored by the school.
2. The use of the pupil's or the teacher's time to disseminate information that in no way improves the educational program.
3. The use of school time by outside organizations to promote projects not connected with the school.
4. The distribution of advertising material on the school premises.
5. Fundraising activities except those approved by the principal.

Section 35 – Telephone

Telephones are installed for business purposes. Pupils are not permitted to use school business phones except in cases of emergency. Parents/guardians are asked not to call the school to speak to pupils or to leave messages except in case of emergency. Parents or guardians wishing to speak to a teacher are asked to call the school office and leave a message for the teacher to return the call. Teachers do not leave classes unattended to return such a call; however, they will return the call at a time not assigned for teaching.

Guidance counselors and principals are available to receive calls from a parent/ guardian as they are placed; however, should they not be free to speak to the parent/ guardian at the time of the call, they will return the call as soon as possible.

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.

Part II: School Calendar

Many dates are already finalized into the school calendar. It is a school procedure to complete a calendar early in the school year so that many activities may be properly spaced and conflicting dates may be avoided. Once a date is finalized into the calendar, no other function should conflict with that date.

Part III: Attendance

Section 1 – Attendance Policy

The attendance policy for all students attending Oxford City Schools is clearly explained in the system-wide Code of Conduct. Information contained in this section of the OHS handbook applies only to OHS students.

Students must attend a MINIMUM OF 51% of their approved schedule to participate in extracurricular activities (practice and/or games) on that day unless approved by an administrator.

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** submit 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). All excuses **MUST** include the student's first, middle and last names, and the reason for the absence. **This includes check outs!** Failure to present the signed excuse within the time noted (3 school days) 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 turning them in a timely manner or expect the doctor's office to do this.**

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 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.

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 for the parent or guardian and/or a petition against the student will result in charges with the Calhoun County Juvenile Court.

Section 2 – Transitional Education (T.E.) and Out of School Suspension (O.S.S.)

Students assigned to T.E. may make up tests and class work. Students who are assigned to O.S.S. are allowed to make up work for full credit. Work assigned while a student is in T.E. must be submitted by the student upon re-admittance to class or at a time designated by the teacher. Assignment to Transitional Education constitutes absence from each class missed but not from school. Assignments to out-of-school suspension constitute an absence from school and from individual classes.

Section 3 – Tardies

Tardies & Returning to School

A tardy is defined as being late to school/class. A student who is not present for a minimum of forty minutes is considered absent. Always sign in at the attendance office when you are late to school or when you return to school after checking out.

Failure to sign in will be treated as an unexcused tardy, unexcused absence, or truancy. When arriving late or returning to school, students must get a tardy admit from the office before being admitted to class. Tardies will not be excused because of car trouble, oversleeping, or the alarm clock not working. Tardiness because of medical, legal, and dental appointments that could not be arranged before or after school will be excused. Tardies can only be excused by an administrator. Excessive tardies will be dealt with as a discipline problem by the administration. Students tardy to classes must get a tardy admit from the office before being admitted to class.

Adequate time is allowed for class change between periods. Consequently, tardiness will not be allowed unless a student is detained by a teacher, office personnel, or because of a late bus.

When a student is late, the student must have a pass from the conferencing teacher, or the student must see an administrator for a pass. The pass must be dated and have on it the

exact time it was written. The student will then have three (3) minutes to appear at his/her assigned class. Failure to accomplish this will result in a documented tardy for the class. Teachers should document all student tardies for their classes. Tardies are documented on a per semester basis.

THE FOLLOWING PROCEDURES WILL BE FOLLOWED IN DEALING WITH UNEXCUSED TARDIES TO SCHOOL AND TO REGULAR CLASS:

4th Unexcused tardy to school or to class	4 periods of T.E.
5th Unexcused tardy to school or class	1 day of T.E. (A day will match individual student schedule.)
6th Unexcused tardy to school or class	2 days of T.E. (A day will match individual student schedule.)
7th Unexcused tardy to school or class	1 day of O.S.S. (A day will match individual student schedule.)
8th Unexcused tardy to school or class	2 days of O.S.S. (A day will match individual student schedule.)

Tardy Consequence

Subsequent unexcused tardies to school or class will result in additional assignments for each additional referral.

Although students placed in Transitional Education (T.E.) are counted present in school, students and parents should remember that absences from class due to tardiness are unexcused and could impact unfavorably on the student's academic progress.

Students who are tardy to a class may be required to make up any missed assignments or exams. A waiver may be made on check-ins if the student can prove all check-ins to be appropriately excused such as for legal or medical reasons.

Section 4 – Check-In/Out

Student Check-out Procedures

Students desiring to check out during the school day may do so within the constraints of the provisions listed below:

1. A student's parent/legal guardian/custodian **MUST** come to the school in person to check his/her child out of school. Only persons specifically designated by the parent/legal guardian/custodian may check a student out of school when the parent is unable to do so. The designated person must present a valid driver's license or other picture identification to school officials as verification of their identity prior to the student's release into their care.
2. Parents may appear in the attendance office and check out students by completing the checkout sheet. This may be accomplished up to two (2) school days prior to the actual checkout date.
3. Friends or relatives may check out students provided the proper authorization is on file in the school office prior to the checkout attempt. The designated person must present a photo ID at the time of checkout**. Minors may not check out students.** Parents may amend the checkout authorization at any time by appearing at the school office and

making the desired additions/deletions. **The school reserves the right to refuse anyone other than a parent or legal guardian the opportunity to check out a student.**

4. Any class time missed due to checking in or checking out will constitute a tardy in the class or classes missed.
5. Absences from classes incurred due to checkouts will impact negatively on a student's academic progress.
6. If time is missed from an academic class for a dentist, doctor, or legal appointment, the missed time will be counted as an excused absence. Students will have a maximum of three (3) days to submit a proper excuse.
7. An excuse must be turned in to the Attendance Office for an absence to be considered excused. Should any changes in the policy become necessary, students will be notified. *Adopted: July 17, 1990 REF: Attorney General Opinion to Dr. Wayne Teague dated January 10, 1989. Code of Alabama 16-28-1; 16-28-2; 19-28-15; 16-28-16.*

Student Sign-In Procedures

1. Students, who arrive late, regardless of time, will report to the Main Office to sign in.
2. Students who check-in during the school day (with administrative approval) may report to their designated class with as little interference to instruction as possible.

NOTE– Students who bypass the attendance office and report directly to class upon checking in and don't follow check in procedures will be subject to disciplinary action

Part IV: Health & Safety

Section 1 – Food Service

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.

Oxford High School subscribes to a closed lunch and breakfast policy. Students are not permitted to leave the school campus or have someone bring lunch or breakfast to them during the lunch and breakfast sessions. Students are not allowed to bring competitive foods (McDonald's, Taco Bell, etc.) into the cafeteria during the school day.

Students who bring their lunch must store it properly and eat it during their designated lunchtime in the cafeteria (exceptions to this procedure must be approved by an administrator).

Cafeteria Rules

1. All students must report quietly and orderly to the cafeteria with their teacher at the assigned time. Do not "go ahead" or "trail behind" your class.
2. Students are not allowed to go to their locker or restroom while going to and from the cafeteria without permission.
3. No student should leave the cafeteria unsupervised.
4. No breaking line. Remain in a single file.
5. Sit at your assigned table(s) throughout lunch. No wandering around or visiting with others. No student should get out of his/her seat except to dispose of trash and trays.
6. Keep noise level to a minimum.
7. No trash should be left at your table.
8. Remain at your assigned table until dismissed. Teachers will dismiss students from lunch only after tables have been inspected for cleanliness.
9. Students are discouraged from sharing cafeteria accounts with other students as this could compromise the financial status of the account.

Child Nutrition Program

Charged Meals

It is the intent of the Oxford City Board of Education to provide an opportunity for every student to eat a nutritious breakfast and lunch during the school day. It is also the policy of the Oxford City Board of Education to comply with all federal guidelines pertaining to the National School Breakfast and Lunch programs. Meal charges are not allowed. Students, employees, and guests must remit payment for meals at the time of service. Meal pre-payment is available online at www.paypams.com for a small fee, and provided at no charge by sending cash or check to the student's school. The school office will make arrangements for students who have insufficient meal funds available for Pre-K through Grade 6. The school office will allow students in grades 7 - 12 to call home to request meal funds. Written notification will be sent home with the student when insufficient meal funds are available. Any debt incurred from charged meals will be paid for from non-public funds.

School Meals

Breakfast and lunch meals are offered at all campuses of the Oxford City School district. A student may bring meals from home and purchase milk. Advertisements for competitive foods to include food and beverage containers or bags are prohibited in school cafeterias. These food items must be wrapped in plain packaging if brought into the cafeteria. It is the parent's responsibility to make sure that a child has money for school meals. Applications for the Free and Reduced Meal program are available online and at each school. It is strongly encouraged to pre-pay for meals ten days in advance. Pre-payments are accepted online at www.paypams.com, by cash, or check. Meals can also be paid for longer duration such as monthly or yearly. A la carte items and additional portions of menu items are available to be purchased daily at each school. Additional money is required for these purchases and can be added to your child's meal account. You must contact the CNP Manager at your child's

school if you would like to block the purchase of additional food items. Refunds for the pre-payment of school meals 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 snacks including ice cream sold by school offices and vending machines are in compliance with the federal and state snack guidelines.

Section 2 – Emergencies

Oxford High has formulated a protection plan for meeting various disaster possibilities in a manner considered to offer the greatest protection for the students. Each such plan includes the following provisions:

(A) Procedure to follow for the immediate physical safety and shelter of pupils in an emergency.

(B) Manner of operation for continuing the care of students until they can be reunited with their parental guardian.

Part V: Protection & Conduct

Points of Emphasis for the 2026 - 2027 School Year

- A formal dress code will be implemented for all formal events sponsored by Oxford High School.
- No "slacking" will be allowed by the students during school hours or at any school related events.
- Students are to go to their class immediately when the bell rings. Do not stay in the hall.
- No food, drinks, or gum are to be brought into the school building.

Section 1 – Supervision and Rules

The teacher is the source of authority and discipline in the classroom. In this role, the teacher manages problems of a non-threatening, non-disruptive nature. All students are expected to follow the OHS expectations list posted in each classroom. Teachers may use their discipline log to handle Class I infractions. Referral to Administration is used when deemed necessary.

It is fundamental that an orderly school has clearly-defined behaviors to which students must conform. Non-conformity to these behaviors becomes a violation of the **Code of Student Conduct**. Violations are grouped into three classes (Class I, Class II, and Class III) which range from the least to the most serious. Appropriate school personnel shall investigate, verify, and take the necessary action to resolve student misconduct. After determining a violation and the classification of the violation, the principal or designee will implement the appropriate sanction. Violations apply to student conduct on a school campus, at school-related events, or while being transported to or from school or school-related events.

Vaping

In an effort to address the increase of adolescent use of e-cigarettes, JUUL, and/or other vape devices, the following plan of action will be in effect beginning with the 2023-2024 school year. These procedures will be in place to educate students and parents about the dangers of these products and the risks associated with them.

Vape Prevention-Students in grades 7-12 will be required to complete a Vape Education module at the beginning of each school year.

In the event a student is found to possess, use or distribute these products, the following protocols will be enforced.

First Vape Infraction-Two days Out of School Suspension, three days Transitional Education, and the student and his/her parent/guardian must successfully complete a face -to-face Vape Early Warning course.

Second Vape Infraction-Three days Out of School Suspension, two days Transitional Education, and the student will complete a research assignment on the dangers of long term use of Vaping devices.

Third Vape Infraction- Due Process recommendation/15 days alternative placement

Fourth Vape Infraction- Due Process recommendation/45 days alternative placement

- Possessing, distributing using a Vape devices constitutes and infraction
- Accumulation of infractions will reset each school year.

Vape Early Warning Course

Oxford City Schools Vape Early Warning Course is designed to address the vaping epidemic we are experiencing with adolescents across the United States. On Wednesday of each week, the Vape Early Warning Course will be held in the Tiered Classroom, located on the bottom floor of Oxford High School's Media Center. The class will begin promptly at 1:30. Students and their parent/guardian are required to complete the Vape Early Warning Course together BEFORE the student is able to return to their normal schedule. Oxford City School will not provide transportation to or from the Vape Early Warning Course.

Note to Parents/Guardians

A reasonable effort will be made to contact a parent/guardian when persistent or serious discipline problems occur. In the event telephone contact cannot be made at the moment, it will be the responsibility of the student to present a written notice of the event and action taken to the parent/guardian.

The school assumes no obligation to anyone except the person or persons who have legal custody of the student.

The faculty and staff at Oxford High School take pride in creating and maintaining a school environment that contributes to academic and social growth. In order to accomplish this, it is necessary for every student to know and follow the rules and policies regarding discipline and supervision. All students are expected to behave in a manner that is acceptable to everyone concerned—other students, teachers, administrators, and society in general. All students are under the authority of the principals, teachers, and staff. Behavior on the part of any student that is disruptive is not permitted at Oxford High School or at any school-sponsored event. Rules that apply to students during the school day also apply to students at school functions or events, regardless of time or location. Parents and students should be reminded that in addition to mandatory compliance to school rules, students are also subject to the laws of the State of Alabama including the Criminal Code. ***Students are subject to arrest and prosecution for violation of Alabama laws while at school.***

Students are prohibited from possessing, using, distributing, or attempting to use vaping devices, e-cigarettes, or related products on school property, at school-sponsored events, or on school transportation. Such conduct is a violation of the **Oxford City Schools Code of Student Conduct** and may result in disciplinary action.

All confiscated vaping devices will **be tested in accordance with district procedures** to determine the presence of nicotine, THC, or other substances. A device that tests positive for any prohibited substance will result in disciplinary consequences as outlined in the Code of Student Conduct, which may include suspension or alternative placement.

If a vaping device tests positive for an **illegal substance**, including THC, the incident will be **reported to the Oxford Police Department** and the **Calhoun County Juvenile Probation Office**. Law enforcement involvement does not replace school discipline. All due process and appeal rights outlined in the Code of Student Conduct will be followed.

Section 2 – Basic Rules, Regulations, and Responsibilities for Oxford High Students

1. Students are expected to be where they are supposed to be, when they are supposed to be there, behaving appropriately.
2. Students coming on campus before 7:15 a.m. should report to the Main Building 2nd floor entrance, College Building main entrance, or 3rd floor Career Tech Building entrance. Students should not enter the school building until the first (1st) bell rings.
3. Students should be off-campus within 15 minutes after the last bell, unless permission has been granted to stay.
4. Students are expected to be orderly during change of classes. Do not run, push, or be excessively noisy.
5. Students should not congregate. When the bell rings, students are to go directly to their next class.
6. Every student must go to the cafeteria during the lunch period. Students cannot leave the cafeteria for any reason without permission from the teacher. Parents are not to bring in lunches in fast food containers.
7. Students are prohibited from breaking line in the lunchroom or to use another pupil's lunch ticket. It is the responsibility of the student to ensure that their Lunch I.D. numbers are protected and are not disseminated to other students.
8. Students should practice good conduct during assemblies. This includes an orderly, quiet entrance and exit. All talking must cease when the program begins. Students' not practicing good conduct may be escorted from the assembly for appropriate disciplinary action to be taken.
9. All trash should be placed in trash receptacles.
10. Students may not sell anything in the school during the school day unless approved by the administration.
11. No student should leave any classroom without a hall pass. Any student in the hall without a pass will be subject to disciplinary action.

Academic Integrity

Academic Honesty addresses ethical standards related to integrity. OHS students are held to high standards in all areas of academic integrity including but not limited to avoidance of plagiarism (including plagiarizing Artificial Intelligence), sharing information, assessment misconduct, and confidentiality. The full IB Academic Integrity Policy is linked here.

Consequences for Academic Dishonesty

Academic dishonesty undermines the integrity of the learning process. OHS students are held to high standards in all areas of academic integrity including but not limited to avoidance of plagiarism (including plagiarizing Artificial Intelligence), sharing information, assessment misconduct, and confidentiality. In alignment with our standards-referenced grading practices, the following consequences may occur:

1. **Reassessment Opportunity:** If academic dishonesty occurs, the student will be required to redo the assignment or task, ensuring that the work reflects their true understanding of the content. This reassessment must meet the standards of the assignment and be completed within a reasonable timeframe.
2. **Reflection and Remediation:** The student will engage in a reflective process with the teacher to identify the underlying causes of the dishonesty. A plan for remediation and support will be developed to address any learning gaps and reinforce the importance of academic honesty.
3. **Disciplinary Referral:** For repeated or severe cases of academic dishonesty, a disciplinary referral may be made. See Code of Conduct
4. **Program Dismissal:** Students in Advanced Placement (AP), International Baccalaureate (IB), or Dual Enrollment programs may be dismissed from these programs if academic dishonesty prevents them from meeting the rigorous standards required for successful participation.
5. **College/University Policy:** Dual Enrollment students are also subject to the academic honesty policies of their respective Colleges/Universities, and may face additional consequences in accordance with those institutions' guidelines.
6. **AP/IB Academic Integrity Policy:** Links to the full AP Academic Integrity Policy and IB Academic Integrity Policies

Participation in Field Trips, etc.

Field trips are a privilege and not a requirement for any academic class. Therefore any field trips are contingent upon a student's discipline and academic status. Students with excessive referrals or absences may not be allowed to participate in extracurricular activities or field trips.

Section 3 – Transitional Education (T.E.)

A student assigned to T.E. for an entire school day must report to room 126 upon arrival to school. Students must have with them all needed books and materials. Students assigned to T.E. will remain there under supervision for the specified length of time. The students will perform class work all day. This procedure is in effect for each day of T.E. assigned. The students' teachers will provide work. An administrator and/or classroom teacher will monitor those students operating under an IEP periodically.

Misbehavior in the T.E. room may result in suspension.

- Other acts of misbehavior deemed disruptive to the normal instructional process may result in a student being assigned to the Transitional Education program at the discretion of an administrator.
- Students assigned to the T.E. program will report to the T.E. area upon arriving on campus.
- There will be two breaks during the day for restroom use.

- Students will have lunch separate from the regular lunch sessions and will report to the lunchroom as a group.
- Students must complete all assigned time in the Transitional Education program before being permitted to return to the regular classroom.
- Students must complete all assigned work given for Transitional Education. Students will remain in T.E. until such work is completed and verified with the instructor.
- Tests may be sent to T.E. to be administered. Students in T.E. must make arrangements for make-ups within one (1) school day of returning to class.
- Students assigned to T.E. for a day or more may not be allowed to participate in extracurricular activities on any day they are assigned to more than four (4) periods of T.E. unless granted administrator approval.

Section 4 – Corporal Punishment

Corporal punishment is permitted at Oxford High School within the scope of Board of Education policy and state guidelines. This method is generally used after other approaches to solving the problem have proven unsuccessful. If corporal punishment is administered, it is done with care, tact, and caution. The principal or his/her designee may administer corporal punishment.

Section 5 – Identification

Students or visitors are required to identify themselves when asked by any staff member or person in authority. A student who refuses to identify himself/herself will face disciplinary action. Visitors failing to identify themselves will be issued a trespass warning and will be subject to questioning by law enforcement officials.

Section 6 – Out-of-School Suspension

Extreme effort is taken by the principal to resolve discipline problems without suspending students. However, some conduct violations are such that it is in the best interest of the school to remove the offending student(s). Any student suspended may not participate in athletic and/or extra-curricular activities. When suspending a student, the following procedures are used:

1. The student will be given a written discipline notice signed by the referring principal.
2. The reason for the suspension and the necessary procedure for re-entry will be stated on the suspension form.
3. A student's parent/guardian will be contacted before the student is sent home. If contact cannot be made, the student will be assigned to Transitional Education the remainder of that day.
4. If a parent/guardian cannot be contacted, the student is responsible for giving the copy of the suspension report to his/her parent/guardian as soon as possible when he/she arrives at home.
5. Upon re-entering school, a student must obtain a re-admittance slip from the referring principal before resuming their schedule. **THE PARENT/GUARDIAN MUST MEET WITH AN OHS ADMINISTRATOR.**

Section 7 – Disciplinary Probation

A student who has difficulty in adhering to the rules and regulations of the school may be placed on disciplinary probation. During the period of probation more intensive individual attention is directed to assist the student in conforming to expected behavior standards. Students on disciplinary probation may be limited to school only and prohibited from extra-curricular activities.

Section 8 – S.A.F.E. School

SAFE School is an alternative placement program the Oxford City Schools utilizes in extreme circumstances. The principal may refer a case to the disciplinary committee with a recommendation for placement into the SAFE School for an alternative placement.

Section 9 – Expulsion

The principal may refer a case to the Board of Education with a recommendation for expulsion if the student's conduct is detrimental to the educational process. Violators of certain rules (Class III offenses) are automatically considered for referral to the Board for possible expulsion.

Section 10 – Work Permits

Employers of minors are responsible for obtaining work certificates for underage workers from the department of labor.

Section 11 – Enforcement Agency Contacts

Procedures have been developed in conjunction with Oxford Police Department for the contact of juveniles while in school. Such contacts are subject to the following guidelines or restrictions.

In the event that a juvenile must be contacted at school, the officer will first receive permission from his/her supervisor. Next, he will contact the principal and discuss the situation with him for approval.

The school Administration will be present when law enforcement questions students to act in "Loco Parentis" if parent is not available.

Section 12 – Proper Conduct/Good Sportsmanship

For generations, the competitive programs of Oxford High School have enjoyed the enthusiastic support of the student body. Traditionally this support has been characterized by good-spirited and decorous intensity.

Students are urged to show their spirit on behalf of the school's endeavors. However, display of enthusiasm must always be restrained by the conventions of proper sportsmanship. Therefore, certain behaviors are deemed undesirable and will not be tolerated. These include but are not limited to the following: excessive booing, jeering, taunting, throwing objects, inappropriate cheers, posters and signs in questionable taste, and distasteful demonstrations including encroachment on a playing surface by an individual or group.

Individuals and groups who engage in unacceptable behaviors will be removed from the event. They may also be subject to T.E. assignments, suspension, banishment from future events, or, in extreme cases, expulsion. Students are expected to honor the O.H.S. tradition of sportsmanship and decorum.

Section 13 – Unauthorized Organizations/Gang Membership

Oxford High School subscribes to the belief that gang membership and activity is detrimental to the educational and social well being of students. Oxford High defines a gang as two or more individuals who together function as a criminal or antisocial group. In response to public and community concerns revolving around gang-related activity and school safety, and the proven association between gang activity and violent crimes, Oxford High School prohibits anything promoting gang-like behavior.

Students are not allowed to wear or display any gang insignia/tattoo, clothing, and etc. The administration reserves the right to ban any such items which may lead to potential problems associated with gang or gang-related activities. Any student participating in gang-related activities (signing, language, displaying gang paraphernalia) will be subject to prompt severe disciplinary action. Groups of students who are displaying antisocial behaviors and gang-like dress (not limited to but including untied shoes, reversed clothing, wearing like-colored shoes/shirts, bandannas, etc.) are subject to modified dress code and other disciplinary action.

Section 14 – Eligibility Academic Rule

A. Students entering the 10th, 11th, and 12th grades must have passed during the prior year in attendance and summer school, if applicable, at least six new Carnegie units and have a minimum composite numerical average of 70 in those six units.
   a. Four core curriculum courses must be included in those units – passed and averaged. (English, mathematics, science and social studies are core curriculum courses.)
   b. Any student that accumulates more than four units of core courses per year may earn less than the required four core courses during the next school year and be eligible as long as the student remains on track for graduation with his/her class.
B. Students entering the 8th and 9th grades must have passed during the prior year in attendance and summer school, if applicable, at least five new subjects and have a minimum composite numerical average of 70 in those five subjects.
C. Students entering the 7th grade for the first time are eligible.

Refer to www.ahsaa.com for additional information and/or clarification.

Note: A new unit is one that has not been previously passed.

Guidelines

1. Eligibility will be determined before the start of each new school year. A student who is academically eligible at the beginning of the school year remains eligible for the remainder of that school year as far as grades are concerned.
2. Only one unit (or subject) of physical education per year may be counted.
3. If a unit (or subject) is repeated in summer school, the higher numerical grade for that unit (or subject) may be used to compute the composite grade average.
4. An accredited correspondence course may be accepted by a school system but must be approved by the principal prior to credit being granted and reflected on the student transcript.
5. For eligibility purposes, special recitation, extra work, make-up work, tests, review, etc., may not be given for the purpose of making a student eligible.
6. To be eligible, all students (including repeaters and hold backs) must be enrolled in a specified number of units at the school they represent.
   (a) 9th, 10th, and 11th graders must be carrying at least six new units (three per semester on a 4X4 block schedule).
   (b) Seniors that are on track for graduation with more than the required number of units earned must be carrying at least four new units for the school year (two units per semester on a 4X4 block schedule).
   (c) 7th and 8th graders must be carrying at least five new subjects.
7. Any student who has attended another school during the preceding year must obtain a transcript from that school establishing the student's eligibility before the student is permitted to participate at the new school.

*NOTE: We follow the AHSAA eligibility guidelines per the AHSAA Handbook

Section 15 – Cell Phone/Electronic Device Notice

In an effort to comply with the Oxford City Board Policy and ensure the safety of the students of Oxford High School, the **cell phone permit** procedures will be followed when students are found in possession of, or using, a cell phone or other electronic device on school campus.

Oxford High School students are issued a laptop computer. If a school faculty or staff member observes inappropriate use of an electronic device, discipline will be enforced. If the administration deems it necessary, violators could lose their computer privileges resulting in temporary or permanent confiscation of the device issued. Students will not receive a refund of the $50.00 maintenance fee.

Earbuds are used as an electronic device accessory designed to enhance a student's education at Oxford High School. Students observed using ear buds in a way that is not enhancing their education would be administered discipline consistent with the OHS cellular phone use policy.

*Cell phone or other device recordings/photos that may incite, harass, invade student/staff privacy, or that is in any way deemed by administration to negatively impact the safety and security of the school, may be elevated to a Class 3 Offense.

Section 16 — Dress Code

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.

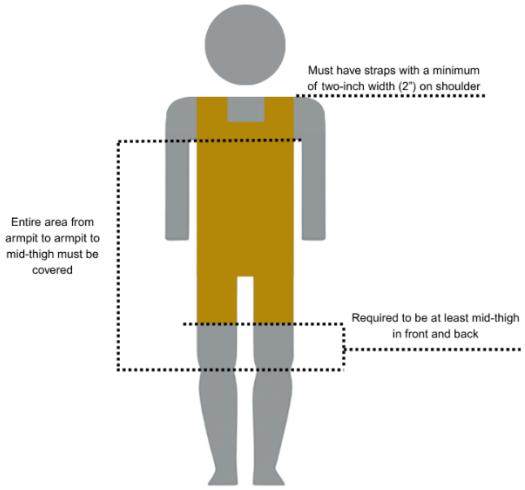
While it is understood that specialized courses may require specific attire, such as uniforms or safety gear, students in violation of the dress code will be required to change immediately. If this requires a student to checkout, the absence will be marked as unexcused. If violations become chronic, 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 – High School Students

1st Violation	Warning (Refusal to comply with administrative directives will be considered insubordination)
2nd and 3rd Violation	T.E. (1-3 days)
4th and any subsequent Violations	O.S.S (1 day + 1 day for each offense)

Section 17 – Additions to the Student Code of Conduct

A copy of the Asbestos Management Plan for Oxford High School can be reviewed in the school office.

Part VI: Clubs, Organizations, and Leadership Teams

Oxford High School seeks to maintain a robust selection of student organizations and clubs that support and accentuate the learning environment. A club should have at its core an academic component that relates to coursework at Oxford High School. Club membership is a privilege and not a requirement. Any Oxford High School student holding a membership or position, whether by election, appointment or by personal choice, in any organization or club, S.C.A., publication organization and/or class officer, who by their acts bring discredit to themselves and/or the school during school hours or school activities shall be suspended from further participation in the activity for the remainder of the year. Students may be permitted to be elected, appointed, or join the next year.

Any student on disciplinary suspension may not participate in any club, organization or publication activity. This includes weekend functions if the suspension carries over to Monday. Exceptions to this rule must be approved by the principal.

Due to the high number of clubs at Oxford High School and academic commitments of faculty, any club's existence will be subject to the availability of teachers and sufficient interest by students. Only clubs or activities established by February 1st of the prior school year will be allowed during the following school year. Students must be academically eligible to participate in any school clubs or extracurricular activities (see the eligibility academic rules).

Any prospective or new club must have: a prospectus that includes the purpose of the club, proposed service activities, dues or fees, and a list with a minimum of thirty (30) names of current students who will be attending Oxford High School the next school year by signature. All students on a proposed club list must be students in good standing.

In relation to establishing a new club, if in the opinion of the principal the purpose, and/or activities of the proposed club could be served by an existing club he/she has the authority to expand the purpose of an existing club and merge the proposed new club under a current club or organization. Meeting times for clubs will be established by the principal and will not occur during the regular school day.

Section 1 — Clubs

Clubs at Oxford High School are to be related to an academic or service learning component. Clubs must maintain a roster of at least thirty (30) active members (except Career Tech required organizations). All clubs must have a volunteer certified teacher as the sponsor.

Students must meet AHSAA extracurricular eligibility requirements.

List of Approved Clubs at Oxford High School

Key Club – City of Oxford
Kiwanis
FCS

FOCUS
FBLA
SkillsUSA
FCCLA
HOSA
Future Teachers of America

All extra-curricular clubs at OHS will require a participation cost. Students will be notified of these costs upon their first club meeting.

Section 2 — Student Organizations

Oxford High School "Sound of Champions" Band Program

- All eligible students must follow eligibility requirement for extracurricular activities
- Other requirements shall be communicated to parents and students prior to the beginning of summer band camp
- Competitions and other performances are required outside the normal school day

Choir

- All eligible students must follow eligibility requirement for extracurricular activities
- Competitions and other performances are required outside the normal school day

Honor Societies

Each honor society has membership standards. Interested students should inquire with the administration or staff.

- Junior & National Honor Society
- Spanish Club & Honor Society
- Thespian Honor Society
- Tri-M Honor Society
- Art Honor Society

Special Co-Curricular Events

- Student must meet extracurricular eligibility requirements
- Student must have no major discipline for previous or current school year
- Student must be in compliance with school's attendance policy
    (a) Government Day
    (b) Special Olympics

Section 3 — Leadership Teams

- Student must meet extracurricular eligibility requirements while serving as an officer
- Student must have no major discipline for the previous or current year
- Student must be in compliance with the school's attendance policy
- Student must have attended OHS the previous semester
- Exchange students or visiting students are not eligible
- Student cannot hold office as student council and class officer
- Student council officers must be from Junior or Senior class
- President of student council must be from the Senior class
    (a) Student Council
    (b) Class Officers

Competitive Academic Teams

- Math

- Writing
- Scholars Bowl
- Robotics
- Chess
- Green Power

Homecoming

- Homecoming Queen is chosen from the Senior class.
- Participants in Homecoming Court will correspond with grade level homeroom
- Student must meet extracurricular eligibility requirements
- Student must have no major discipline for previous or current school year
- Student must be in compliance with school's attendance policy
- Exchange students or visiting students are not eligible

Students and Staff may not use school facilities for clubs without prior approval of the principal.

Election Qualifications

Student Council/Class Officers

1. Student must meet extracurricular eligibility requirements while serving as an officer.
2. Student must have no major discipline for the previous or current year.
3. Student must be in compliance with the school's attendance policy.
4. Student must have attended OHS the previous semester.
5. Exchange students or visiting students are not eligible.
6. Student cannot hold office as student council and class officer.
7. Student council officers must be from junior or senior class.
8. President of the student council must be from the senior class.

Who's Who

1. Student must meet extracurricular eligibility requirements
2. Student must have no major discipline for the previous or current school year.
3. Student must be in compliance with the school's attendance policy.
4. Exchange students or visiting students are not eligible.
5. Student who does not participate in the Who's Who reception for that year will not be nominated for the following year.

Government Day/Special Olympics

1. Student must meet extracurricular eligibility requirements
2. Student must have no major discipline for the previous or current school year.
3. Student must be in compliance with the school's attendance policy.

Part VII: Community Relations & Parental Involvement

Section 1 – School Questionnaires

At certain times during the year, the school obtains information from parents in regard to individual students. When these questionnaires are sent home, they should be returned promptly and with the necessary information in an accurate and concise manner. **Parents should make a habit of automatically informing the school of new telephone numbers or addresses. These are important at all times but especially in case of an emergency.**

Section 2 – Notices and Announcements

Report cards/notices/announcements are sent home by the students when necessary to inform the parents of items of interest. Students should be encouraged to be responsible in delivering these announcements. Parents can also access student information by using Schoology parent portals as well as by following us on Twitter @OHSJackets1

Section 3 – Visitors to School

1. Anyone not employed by the Oxford City Board of Education to work at Oxford High School is considered a visitor. ALL visitors are required to report immediately to the main office to request a visitor's pass.
2. Parents and other school patrons are welcome to visit the school at appropriately announced times. Special programs and visiting days shall be planned to provide such visits.
3. The principal is responsible for protecting instructional time and the welfare of students. Office personnel should be aware of the purpose of any visit. If at all possible, visits should be pre-arranged. Principals are authorized to take the necessary steps to deal with unauthorized visitors.
4. School-aged visitors are not allowed during the school day.

Part VIII: Military Recruiting on Campus

In keeping with the guidelines of the Elementary and Secondary School Act and P.L. 107-110 military recruiters are allowed the same access to high school students as colleges and prospective employers. This access includes basic information such as names, addresses, and telephone numbers. Parents who wish their students to be removed from these information lists may do so by contacting their senior guidance counselor in writing and requesting their child's information not be released.

Part IX: Instruction

Section 1– Graduation Requirements

- A student graduating from Oxford High School must earn a minimum of 24 Carnegie Units of credit.
- The counting of units for graduation begins in the ninth grade.
- There is one diploma offered at Oxford High School in accordance with state and federal guidelines. However, there are various pathways available to meet the needs of all students. A detailed description of this process may be found in the current curriculum guides issued to students and may be found on the school website.

Section 2 – Diplomas/Certificates

- A high school diploma will be issued to those students who meet the graduation requirements outlined in the curriculum guide.
- Guidelines for each diploma endorsement are listed in the OHS curriculum guide.
- Certificates of attendance are issued to students on an individual basis who have not earned a diploma based on Board criteria.

Section 3 – Graduation Ceremony Policy

Oxford High School graduations are held at Lamar Field. In case of inclement weather

an alternate site will be identified through radio, social media, and website announcements. Tickets for admission to the alternate site will be issued to seniors for distribution to their families.

Dress and Conduct

Candidates for graduation must adhere to a strict dress and conduct code. Students who fail to adhere to the codes or who have any outstanding school debts may not be issued a diploma. The graduation ceremony is considered an extracurricular activity and is not a guaranteed event for any student. Participation in this extra-curricular activity is based on a student's behavior and adherence to proper decorum. Any deviation from the prescribed dress/behavior of the activity or the possession of any device that might detract from the ceremony may be viewed as grounds for removal from the activity.

Section 4 – Textbooks

All instructional texts, including digital resources are the property of the Oxford City Board of Education. Damage or loss of any kind is the responsibility of the student as well as replacement/repair costs.

State-owned textbooks and laptops are loaned to students for use in the various subjects and, as such, should be treated as borrowed property. In case of abuse or loss of books, a pupil must pay for the textbook or laptop in accordance with the scale set by The State Department of Education and local procedures.

Remember that the student is responsible for any book or computer issued in his/her name**.** The student's name should be written in the space provided on the inside cover of a textbook. All books should be covered to minimize wear and tear. Students should not leave textbooks issued in their name in other students' lockers. Students and parents are trained on safe handling, storage, and laptop usage. Also, they are required to complete and sign an Appropriate Usage Agreement prior to a device being released to a student. Students must follow these guidelines and procedures to ensure laptop security and appropriate use on and off campus.

Section 5 – Library Books

The use of the library at Oxford High School and the checking out of books from it are considered privileges and should be handled as such. All lost library books are to be paid for in the library office. Note: Unpaid fines and lost books must be taken care of before a student may receive a report card.

Section 6 – Collaborative Education

Oxford High School supports and encourages the education of exceptional children by providing classes for exceptionalities.

Section 7 – Grading System

The following grading system is used at Oxford High School

Calculating Course Scores and GPA

Calculating Course Scores

Step 1

Overall performance for each individual proficiency scale will be averaged in Powerschool using the simple averaging of 4th quarter scale scores (1-4). Teachers always have the ability to override this score if evidence supports a different level of proficiency than the calculated score.

Measurement Topics	Score 2 Proficiency Scale LT 1	Score 2 Proficiency Scale LT 2	Score 2 Proficiency Scale LT 3	Report Card Topic Mid Assessment	Score 3 Proficiency Scale LT 1	Score 3 Proficiency Scale LT 2	Score 3 Proficiency Scale LT 3	Measurement Topic Final Score
MT 1	1	1	2	2	3	3	3	3
MT 2	2	2	2	2	2	2	2	2
MT 3	1	1	2	3	3	3	3	3
MT 4	2	2	2	3	3	3	3	3
MT 5	1	1	2	2	2	3	3	4
Final Course Score (average of each Measurement Topic score):								3.00 (A)

Step 2

Scores for each unique measurement topic in a course will be averaged together to determine the final course score of 1-4. The average is equated to a letter grade using the conversion table below.

Step 3

This grade will be recorded for official use on student transcripts and permanent academic records.

Calculating GPA

- Oxford High School will utilize a weighted GPA.
- Students will earn the specified quality points for each final course score.
- The conversion will happen automatically in Powerschool at the end of a semester course or end of a year long course. A current or projected GPA can be calculated at any time.
- Proficiency on all scales is not a requirement, however a student must have a minimum final course average of 2.0 to move onto the next course.
- Dual Enrollment (DE), Advanced Placement (AP), and International Baccalaureate (IB) may receive up to an additional point added to their final course average based on the Class of 2025 and Beyond Grade Scale Conversion Chart and then quality points will be awarded based on the final course score.

Calculating Course Score		**Calculating GPA**
Final Course Score	**Letter Grade**	**Quality Points**
5.0	**A+**	**5.5**
4.0	**A+**	**5.0**
3.5 - 3.99	**A**	**4.5**
3.0 - 3.49	**A**	**4.0**
2.75 - 2.99	**B**	**3.5**

2.5 - 2.74	B	3.0
2.00 - 2.49	C	2.5
1.5 - 1.99	D	0
0 - 1.49	F	0

Note: No numerical average that is used for eligibility, awards, scholarships, or for any other external reason will be used for internal awards or recognition specifically related to Oxford High School.

Section 8 – Elective Class Costs

Certain courses include administrative costs associated with lab or equipment needs. Students are provided a list of these costs and a timeframe for when they are due. Students needing to work out a payment plan need to notify the teacher. All payment plans must be approved by the administration.

The nature of certain courses at Oxford High School may require an elective class cost for instructional supplies. The following list of courses will make the following requests:

Miscellaneous and Administrative Costs	
Computer Usage Agreement	$50.00
Parking Permits	$30.00
Parchment Cost (Seniors Only—Transcript Cost)	$10.00
Schedule Change (Non-essential Changes)	$25.00
Student ID/Activity Card (Admission to all "home" school/sponsored activities)	$75.00

All students enrolling in the following classes must pay the required cost

Elective Courses	
Physical Science	$15.00
Chemistry AP Exams	$15.00 $97.00
AP History	$15.00
AP Calculus	$15.00
AP English	$15.00
AP Biology	$30.00
AP Physics	$30.00
AP Psychology	$15.00
AP Computer Science	$15.00

AP Statistics	$15.00
AP Chemistry	$30.00
AP Environmental Science	$30.00
AP Government	$15.00
AP Music Theory	$15.00
AP 2D Art AP Seminar AP Human Geography	$30.00 $15.00 $15.00
Computer Science	$15.00
Earth and Space Science Environmental Science	$15.00 $15.00
Physics	$15.00
Driver Education	$30.00
Spanish	$15.00
Choir (Show Choir is Required to purchase uniform)	$50.00
Band (Auxiliary are required to purchase uniform)	$125.00
Theatre	$30.00
Visual Arts	$30.00
Photography	$15.00

Career Tech/Business Courses	
***See below for breakdown of multiple classes. To be considered multiple classes one must take two or more classes in the same field of study. (ex.: Accounting and Law/Society or Therapeutics and Human Body Systems)**	
One Semester Class	$15.00
One Class	$30.00
Two Classes in the same program/field of study	$50.00
Three Classes in the same program/field of study	$60.00
Graphic Arts Classes	$30.00
TV Production Classes	$30.00
Health Science Classes	$30.00
Business Education Classes	$30.00
Education Training Classes	$30.00
Engineering Classes	$30.00

Modern Manufacturing	$30.00
Greenpower Robotics Law Enforcement and Public Safety	$30.00 $30.00 $30.00

The cost for the course is paid to the Main Office. Students should obtain and keep a receipt to prove payment. OHS asks that elective class costs be paid in full by the second full week of each semester.

Section 9 – Examinations

Examinations are administered periodically to pupils in order to better evaluate academic progress. Each department will issue testing and assessment/evaluation criteria for all students as approved by the Administration. ***Daily tests (pop tests) may be given without notice.***

Section 10 – Class Ranking

The following will be the procedure for ranking senior class:

1. Grade computation will begin with the ninth grade transcript and may include all credit awarded classes.
2. The top 5 students in each Academy will be determined by cumulative grade point average. The top 5 in each Academy will be recognized in the graduation bulletin.
3. Only students who have completed honors requirements in one of the Academies will be used to calculate the top 25 overall academic students. Only core subject grades will be used to determine ranking. Elective and/or required courses in any other department will not be included in calculating the top 25. Valedictorians and salutatorians will be the top ranking students who have completed honors requirements within one of the Academies.
4. Valedictorians and salutatorians must be enrolled at Oxford High School for their entire senior year.
5. Valedictorians and salutatorians will be determined at the end of the 3rd Nine weeks of their senior year.
6. The top 25 ranked seniors receiving honors endorsement will be seated in front of their class during the commencement ceremonies. (Any student ranked for top 25 honors must be a full time student attending Oxford High School in good standing, and in compliance with attendance rules.) All other graduates will then follow in alphabetical order by Academy.

Section 11 – Community School Awards

Various school organizations and community clubs recognize certain students each year for their contributions to academic and community life. The Awards Committee is comprised of teachers and staff who select the school award recipients and furnish a listing of students as possible candidates for the community awards.

Section 12 – Homework

Regular homework is encouraged and is considered to be an essential part of academic success. School work is necessarily organized in such a way that study (homework, projects, reports, etc.) outside of school hours is necessary for the student to enhance educational development. Homework will be a part of departmental guidelines.

Section 13 – Minimum Requirements for Promotion from Grades Nine Through Twelve

For a complete explanation of promotion standards, see the Oxford High School

Curriculum Guide.

Section 14 – Yearly Grade Computation

For a complete explanation of grade computation, see the Oxford High School Curriculum Guide.

Section 15 – End of Year Assessment Exemption

Students can be exempted from their End of Year Assessment if they meet the exemption requirements in the chart below.

The following formula will apply:

Course Score	Attendance
Not Yet **1**	Must take the End of Year Assessment
Close to Meeting Standards **2**	Must take the End of Year Year Assessment
Meeting Standards **3**	Three or fewer
Exceeding Expectations **4**	Four or fewer

Section 16 – Integration of Technology

Oxford High School, with the strong support of the great city of Oxford and the great vision of the Board of Education, is proud to bring in the latest and best technology available to Oxford High School students. The integration of technology will allow for students to submit work online and build a portfolio of academic excellence. It will allow for teachers to create an online curriculum for their students as well. Students will be expected to take the utmost care of the device afforded them in the classroom.

Use of the device will be monitored closely. Any student who is found to have abused this privilege or damaged a device will be held accountable to pay for the device and or lose their computer privileges for the remainder of the academic calendar year. Any student engaging in inappropriate computer use is subject to disciplinary action and or suspension of their device privileges for a length of time deemed necessary by administration. The integration of technology will better prepare our students for post secondary education and beyond. All students at OHS will develop an individualized, digital portfolio, which aligns with their academic strengths, personal interests, and post secondary goals.

Device Repair and Replacement

In the event of a lost, stolen, or broken device, the $50 Usage Agreement will cover up to two repairs due to **accidental** damage.

If a 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.

Section 17 – Study Skills for Good Study Habits

1. Come to class prepared with computers and other necessary materials.
2. Be an active participant in class. Listen well and take part in class.
3. Ask questions to clarify problems.
4. Plan your day and schedule time for homework.
5. Use what is learned and apply it to new situations.
6. Strive to do the very best work possible.

Section 18 - Gifted Referral

Gifted students are those who perform at high levels or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

Teachers, counselors, administrators, parents, guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student for gifted screening. Additionally, all second grade students will be screened for gifted referral. This screening process will analyze gifted behaviors, creative and academic talents. Students will be taught a series of lessons which will produce work samples and products that will be used in the screening process.

For each student referred, information is gathered in areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established state criteria. The total number of points determines if the student qualifies for gifted service. To make a referral for screening, contact the school's guidance counselor.

Inquiries or complaints regarding compliance with federal regulations may be directed to Title IX and Title VI coordinator, Joceilyn Armbrester, or Section 504, Cassidy Whitman, Oxford City Board of Education, 402 Main Street, Oxford, Alabama 36203 Phone 256-241-3140

Section 19 —Directory, Activities, and Internet Usage

Directory Information

The Family Educational Rights and Privacy Act (FERPA) gives parents certain rights regarding their child’s educational records. Oxford High School designates student names, grade levels, addresses, and phone numbers as directory information. During the course of the year information is released to legitimate 2 and 4 year colleges, military recruiters, prospective employers and graduation product vendors. Any parent wanting their child’s information withheld from any/all of these entities should submit a written request to their child’s guidance counselor. If you would like to review the material in your child’s folder, you may call the school and schedule with the secretary a time to review the records. To review an IEP, you should contact the Case Manager who works with your child. If you feel that any information in the records is false or misleading, you may request to have the information changed by discussing the issue with the principal.

Oxford High School limits those who have access to the files or their contents to those

persons who have legitimate educational interest in the child. These people would include District Administration, School Administration, Counselors, Teachers, and Personnel who maintain the records. When requested, we share needed information with the Department of Human Resources and supply any information subpoenaed by a court of law. Should the child transfer to another school, we honor a "request for records" from the child's new school.

If you wish us to release information in your child's records to anyone else or any other agency (such as a member of the medical community or post secondary schools), we will do so provided you have signed a release. (Generally, the requesting agency will have you sign a release, and they will send us a copy of that release).

From time to time, your child's school may wish to publish examples of student projects, group photographs, or student recognitions on the Oxford City Schools' Internet server. A student's personal information will NOT be published on any Oxford City Schools web sites. Pictures used on the Oxford City Schools' web sites may include but are not limited to students when they are involved in projects, when they are in large groups, or when they receive recognition. Selected school materials to be published on the web could include: art work, written papers, videos, class projects and/or computer projects.

Internet Usage

Students may not be allowed computer access until this form has been completed, signed, and returned. If you have any specific questions regarding the policy, please contact the Technology Coordinator at your school.
The complete text of the Oxford City Schools' Technology Acceptable Use Policy can be found in the Code of Conduct and on the Internet at: http://www.oxfordcityschools.com

Curricular Activities Participation

Any school dances and/or activities to include Prom, Homecoming Court, Co-Curricular/Extra Curricular Activities, etc. held at the school or any off campus facility will be sponsored by a club or organization affiliated directly with OHS. The Code of Conduct is in effect at all school activities. Students and guests are required to abide by all school rules and regulations at any school events. Guests will be admitted at the discretion of the school administration and on the basis of procedures prescribed by them. School officials reserve the right to deny entry to any person. All persons attending are required to abide by school rules. Only students "adequately progressing" and in "good standing" while attending Oxford City Schools and their guests are allowed at any school functions. "Adequately progressing" and "good standing" includes but is not limited to a student's academics, attendance, and discipline as determined by the principal.

Section 20-Physical Education/Physically Demanding Courses

All students are required to participate in P.E. activities. All students are graded according to proficiency of standards, participation, attitude, 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 OR Students who are temporarily ill for up to two days should bring a note from their parents stating the nature of the illness OR 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.

Section 21- Bullying/Harassment

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.

(a) 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.

(b) 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 or any rule or standard adopted under authority of this policy.

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 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.

Promulgation of Policy and Related Procedures, Rules, and Forms

This policy and any procedures, rules and forms developed and approved to implement the policy will be published on the website of each local board of education and school, shall be available at each school office, and shall be included in the student handbook that is distributed to each student at the beginning of each school year.

Student Bullying Complaint Form

Report of Violence, Threat of Violence, Harassment, Intimidation, and/or Bullying

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 Other

Reported Victim(s):_____

Reported Perpetrator(s):_____

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.

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.