

**C.E. Hanna Elementary
School Student Handbook
2021-2022**



This Parent-Student Handbook has been prepared to provide essential information to the students of C. E. Hanna and their parents. Please review the contents, and sign and return the Acknowledgement Form to your child's teacher.

Welcome The administration and staff would like to take this opportunity to welcome you to C. E. Hanna. The information in this handbook has been compiled to help you succeed at this school. The entire staff is here to assist you with your education.

Mission Statement The mission of the Oxford City School System, the focal point of a growing, diverse community, is to ensure the academic success of all students through a student-centered system of individualized instruction, highly qualified staff, exemplary facilities, and effective use of all resources.

School Offices Please feel free to contact us any time information is needed or concerns arise. Listed below are the phone numbers of various departments on campus.

Main Office: 256-241-3896

Office Fax: 256-241-3912

Principal: 256-241-3896

Guidance: 256-241-3900

Library: 256-241-3906

Cafeteria: 256-241-3907

Central Office: 256-241-3140

School Hours

School/Cafeteria opens at 7:00 a.m.

Instructional Day begins at 7:30 a.m.

Students are Tardy at 7:30 a.m.

Dismissal is 3:00 p.m.

School Administrative Staff

Principal–Jordan Weathers

Assistant Principal–Lorrie Owens

Assistant Principal-Landon Thompson

Other School Staff

School Secretary – Mrs. Tina Adams – 256 – 241-3896

Registrar - Ms. Andrea Ray -- 256-241-3896

Guidance Counselor – Mrs. DeShana Hudson – 256-241-3901

Attendance: Regular attendance in school is essential for a student's successful progress in the learning process. Please refer to the Oxford City Code of Conduct for a detailed description of the attendance policy.

Section 1: Absences

General Information / Make-up Work 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). **This includes checkouts.**

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:

Excused Absence: An absence is excused whenever the school receives a documented written doctor's/legal excuse. Undocumented Excused Absence – an absence is excused when the parent/legal guardian/custodian sends a signed note explaining the absence. A student may only have **8 undocumented excused absences per semester.** Absences for reasons other than student illness or doctor/dental appointments may require prior permission from the principal. **Requests for permission must be detailed and put in writing to the principal.**

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

Tardiness: It is essential for the orderly start of each day that each student is on time for school. The instructional day begins at **7:30 a.m.** **Students must be in their homeroom classrooms by 7:30 a.m., to be counted present; otherwise, they will need to go to the office to obtain a tardy slip.** To ensure that parents are aware of their child's number of tardies, we ask that parents accompany tardy students to the office and sign them in. Teachers will require a pass from the office after 7:30 a.m. for a student to be admitted to class. The following actions may be taken due to your child's tardies **per nine weeks:**

- 1st – 4th Tardy/Check in Letter sent home
- 5th – 7th Tardy/Check in 1 day ISI
- 8th – 10th Tardy/Check in 2 days ISI
- 11 or more 1 day OSS

Although students placed in ISI are counted present in school, students and parents should remember that absences from class due to being tardy is **unexcused** and could impact unfavorably on the student's academic progress.

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

When a student is out for an extended period of time for an excused absence, please call the school and make arrangements for assignments to be collected from the teachers. Assignments may be picked up at the school.

For unexcused absences (**suspensions included**), students will be required to make up homework, class work, etc. in order to help such students maintain academic pace.

Check Ins/Outs Check ins/outs and tardies count against a student's attendance record. **When a student is checked in/out, a written excuse (doctor's, dentist, etc.) should be provided when the student returns. Excuse forms are available in the office to be completed upon check in/out.**

Early Check Out In the event that parents need to check their child out of school early for any reason (i.e., sickness, doctor appointment, etc.), a parent, an adult member of the child's family, or a person listed on the child's enrollment form must come to the office and state in written form the reason for the early check out. **Students will be called to the office rather than parents going to the classrooms to get them.** Students who check out before 11:00 a.m. may be counted absent. A written excuse must be provided within three days, or it will be recorded as an unexcused absence. Students who must check out may do so if sign-out procedures have been properly followed:

1. People checking out students must have a driver's license or other photo ID.
2. Students may not be signed out by friends or siblings **unless they are listed on the enrollment form and approved by parents to check out the student.**
3. Students may not sign out on the basis of notes or phone calls from parents or others. There will be **no** exceptions to this rule.
4. The student's parent, guardian, or authorized designee must appear in the school office, show proper identification, complete the sign-out form, and personally take charge of the student.

These conditions are all part of our Safe School Policy. We appreciate your support in this area as we strive to protect instructional time. To prevent confusion during afternoon dismissal, **there will be no check-outs after 2:30 p.m. Those arriving after that time will be asked to wait in the car line for the student.**

Early Warning Truancy Program Please refer to the Oxford City Schools Code of Conduct for an explanation of the Early Warning Program, as well as its requirements and procedures. **Any student with five (5) or more unexcused absences in a school year will be referred to the Calhoun County Early Warning Program.**

Trips Parents are discouraged from taking their children on trips during regular school days, as the absences will generally be considered unexcused. Exceptions will be considered for trips of educational/cultural significance. **Prior to** the requested absence, parents are to submit a written request for an excused absence to one of the school's administrators.

Section 2: Accidents Occasionally, children have accidents at school requiring first aid and/or medical attention. In such cases parents are notified. If school officials are unable to contact parents, persons listed on the school's enrollment form are contacted.

Neither the local school nor the Board of Education is responsible for student medical bills that result from accidents occurring during the school day or at school functions. All Kids School Day Accident Insurance is available in the guidance office.

BUS/CAR TRANSPORTATION PROCEDURES

Section 3: Transportation Changes Buses will depart each day at approximately 3:05 p.m. To ensure the safety of all students and eliminate confusion during dismissal times, **please identify a primary mode of transportation for your child at the beginning of the year (car rider or bus rider)**. This should be the way your child gets home if there is not a note indicating changes. If transportation changes must be made, submit them in writing, and send them to your child's teacher. The note must include the following items:

- 1. Your child's name.**
- 2. The bus number that your child will be riding that day.**
- 3. The student with whom he/she will be getting off the bus.**
- 4. Reason for needing a bus pass.**
- 5. Emergency telephone number.**
- 6. Any medical condition that the bus driver should be aware of.**

This note should be sent to school and given to the student's teacher, who will submit it to an administrator for approval. The note will then be given back to the student to give to the bus driver.

Note: Requests to change buses may be denied based on a bus being at full capacity.

On an emergency basis, notes indicating a transportation change may be faxed to 241-3912 BEFORE 2:00 p.m. Please call the school to confirm receipt of the faxed note.
TELEPHONE REQUESTS WILL NOT BE ACCEPTED.

Section 4: Bus Discipline The students' safety while riding the bus is the school's main concern. State law requires that a transported student be under school supervision from the time he/she arrives at the bus stop and steps on the bus in the morning until stepping off in the afternoon and leaving the bus stop. For that reason, please note the rules and consequences listed below. Classroom behavior is expected while on the bus, and drivers will report any misbehavior to the administration.

Bus Rules:

1. Only electronic devices provided by the school are allowed on the bus and should be powered down for safety concerns.
2. The bus driver may assign seats.
3. Students must be courteous to the driver and each other.
4. Violence is prohibited.
5. Students must remain seated while the bus is in motion.
6. Students must keep their hands, head, and other objects inside the bus.
7. Students must be at the designated bus stop in a timely manner.

Bus riding is a privilege. Students who do not abide by the rules and regulations will be denied the convenience of bus transportation to Oxford City Schools. Fighting is a severe infraction and will warrant an automatic bus suspension. These consequences are to protect your child and the other children on the bus. The drivers will work with parents to prevent your child from being reported. By communicating with and supporting your driver, all children will benefit.

CAR TRANSPORTATION

Section 5: Arrival

In the mornings, students brought to school by car will unload in the front or rear of the school no earlier than 7:00 a.m. Parents are asked to drive their cars to the mailbox in order for multiple cars to unload.

When cars come to a stop, students should exit cars from the mailbox to the end of the awning. Waiting to pull up to the mailbox only creates a delay in the arrival process. In the morning, the front drive is not a parking area. If you must accompany your child into the school, please park in the lot in front of the school.

The rear car rider lane will close at 7:25 a.m. Students arriving after that time must use the front entrance. Students who are not in their homeroom classes by 7:30 a.m. will be counted tardy.

Section 6: Dismissal Students who are picked up by car in the afternoon will be dismissed at 3:00. *****All car riders must be picked up in the car line.*** Make a double line in the two lanes in front or rear of the school along the awning. There is no parking against the curbs as you enter the school campus to prevent interference with the car line and the dismissal process. We appreciate your help in getting our children home safely.

CHILD NUTRITION PROGRAM

Section 7: Lunch The Oxford City School System offers a food service program meeting the requirements of the USDA Type A lunch program. Lunch provides one-third of the daily nutritional requirements for a student. A student may bring lunch from home and purchase milk. Lunches brought to a student must be food from home and must be ready to eat – **food cannot be heated. Soft drinks are not to be consumed during the lunch period, and foods from outside sources, such as fast food, must be wrapped in plain packaging.** We will have two serving lines. Menus are sent home monthly for both lunch and breakfast. **It is the parent's responsibility to make sure that a child has lunch money.** Charging lunch is not permitted. Lunch money can be paid online. You must have your child's lunch account number to use this online service. **If money is borrowed from the office account, it must be repaid by the next day.** Free and reduced lunch programs are available and can be applied for in the office.

Section 8: Breakfast C. E. Hanna Elementary School offers breakfast to any interested students. Breakfast will be served beginning the first day of school. Students are served breakfast **prior to the start of school**, from 7:00 – 7:25 am. Generally, nutritious, snack-type breakfasts are served (examples are cheese toast, grits, and juice; cereal and milk, etc.).

Should you have any questions about lunchroom issues or your child's account, please call our CNP Manager, Mrs. Colleen Howell, at 241-3907.

Section 9: Snack Students may bring plain water in a CLEAR container and fruit or other nutritious snacks (such as popcorn, pretzels, baked chips, crackers, etc.) from home. Students are not allowed to bring carbonated drinks, juice, or snacks that are high in sugar or fat (such as candy, cookies, snack cakes, fried chips, etc.) to school for a snack. Snacks brought from home should be ready to eat. **They will not be heated at school.** A variety of healthy snacks and water are available daily. Prices range and will be available at parent orientation.

Ice cream may be purchased by all students on Wednesdays only (unless prepaid) and will be distributed on Fridays. **We ask that you pay for ice cream monthly or by the year.**

Section 10: Classroom Rules/Consequences

DISCIPLINE PLAN: It is our belief that all students can behave appropriately in the classroom. Uniform behavior expectations for all students are important to the pursuit of academic excellence in order that the students may have meaningful learning experiences. This can only be accomplished if the environment is free from distraction caused by disruptive behavior. Creating such an environment requires the cooperation of the parents/guardians, students, and all employees of the school. It is important that each person connected with the school understands the importance of a consistent set of behavior standards in order that a positive environment be established and maintained.

Rules and Responsibilities of a CEH student:

Guidelines for Success

S elf-Correct

T reat others with Kindness

I nspire others/self to be Responsible

N avigate Safely

G ive Respect

...to Success

Classroom Consequences:

Checkmark 1:

Warning Issued

Checkmark 2:

Call parent/guardian, take ONE behavior ticket

Checkmark 3:

Call parent/guardian, take ONE behavior ticket, & *Complete Behavior Improvement Form #1

Checkmark 4:

Call parent/guardian WITH student and *Complete Behavior Improvement Form #2

Checkmark 5:

Office Referral

*Moderate Options for Checkmarks: With the exception of parent/guardian phone calls and loss of behavior tickets, teachers may substitute moderate options **such as** silent lunch, alternate written punishments, and time owed during electives in place of the other consequences listed.

Section 11: School-Wide Progression of Consequences After a child has exhausted his/her classroom consequences and is referred to the office for disciplinary action, the following list of actions will be taken:

1st Office Referral: Administrative conference with student; phone call to parent

2nd (and subsequent) Office Referral: ISI, corporal punishment, or an alternate consequence based on the level of offense.

***Additional referrals may result in multiple days of ISI, Out-of-School suspension, or an alternate consequence based on the level of offense.**

***Discipline to be determined at the discretion of administration.**

Severe Clause:

When student behavior is so extreme that it seriously interrupts the learning process, endangers the safety of any person, or has the potential to damage property, the student will immediately receive a discipline referral to the office. The discipline plan above will be bypassed when/if necessary.

Fighting, harassment, making verbal threats and being disrespectful to school employees or any other Class 2 or 3 offenses listed in the Oxford City Schools Code of Conduct are considered severe infractions and will result in an immediate office referral.

Section 12: Corporal Punishment

See the Oxford City Schools Code of Conduct.

Section 13: In-School Intervention (ISI) ISI may be used as a discipline measure and assigned at the administration's discretion based on the school-wide discipline plan. Students will be counted present in school, and ISI will consist of all academic work. PE is suspended, students eat lunch in the ISI room, and bathroom breaks are supervised.

Section 14: Out-of-School Suspension Administrators will assign out-of-school suspension when Class II or III offenses have occurred or when students have repeatedly caused disruption in the classroom and move to the 6th level in our school-wide discipline plan. (Please refer to the Oxford city code of Conduct for explanations and examples of offenses.)

Section 15: DRESS CODE (5th – 12th grades) Good grooming and personal appearance are essential elements in the teaching and learning process. Therefore, it is expected that students dress in such a manner that will ensure health and safety, and not distract other students nor detract from the learning environment.

Furthermore, dress and personal appearance are not to be **disruptive or interfere with the educational interest and welfare of the students or the purposes of public school education**. If failure to adhere to the OCS dress code creates **a disruption or hinders the learning process**,

occurrences will be handled promptly by the CEH administration.

1. Students must be neatly dressed, clean and well groomed while at school.
2. Shoes must be worn at all times by all students. Open-toed shoes are permitted, but spiked-heels are prohibited. Shoes must be tied or have straps fastened at all times.
3. Shirts and blouses should have modest and appropriate necklines, arm openings, and closures; such as crew neck, jewel neck, or boat neck. Bare midriff tops, open backed tops, halters, and transparent garments should not be worn. Tank tops or spaghetti straps can **only be worn with a cover shirt that meets the dress code**. Cut-off garments are not permitted, and undergarments must be worn. Male students cannot wear sleeveless garments.
4. **Clothing or paraphernalia related to or associated with gang or cult affiliation or activity are prohibited.** Belongings and garments must be void of controversial writings, drawings, and decals. This includes, but is not limited to, those which show firearms, alcoholic beverages or tobacco products; have obscene or suggestive statements and/or illustrations, portray controversial and/or extremist groups, or which otherwise create a hostile and/or offensive learning environment. Clothing worn backwards or in an unconventional manner is not permitted.
5. Dresses or skirts may be no shorter than 4 inches above the middle of the kneecap. Shorts shall be not shorter than 17 inches in length along the outside seam beginning at the waistband or not shorter than 4 inches from the middle of the kneecap.
6. Pants must cover the pelvic girdle (hip bones). "Slacking" will not be permitted and belts must be worn if pants/shorts have belt loops. Form fitting garments and any type of underwear are not permitted as outerwear. Sweat pants, Wind pants, Warm-up pants, Gym or Basketball shorts, or pajama pants are not permitted. **No oversized pants and shirts are allowed.**
7. Sunglasses, hats, caps, bandannas, curlers, picks or other head covering may not be worn. Metal chains, spiked apparel, or accessories are prohibited.
8. **Garments with holes, rips, or tears must be properly repaired at all points above dress/short length.**
9. Facial jewelry, visible tattoos, ear stretchers, and ***anything that draws attention to oneself in a manner that is disruptive to the educational process is prohibited.***
10. **Shirts, tee shirts, athletic jerseys, and blouses must be tucked in pants or skirts.**
11. Hair shall be clean, well groomed, and an appropriate length. **Students are not allowed to wear hair in eyes** nor can they have extreme hair colors.
12. **Only mesh or clear backpacks are allowed.** Totes, oversized purses, or any other bags that are not **mesh or clear can't be used to carry books or other school supplies.**
13. Coats may not extend below the knee.
14. **The principal or his/her designee will make the final judgment as to whether or not a student's appearance or clothing is appropriate for school. Attire for special days and after school activities must be pre-approved by the administration.**

Section 16: Electronic Devices, Games, Etc. In an effort to comply with the Oxford City Board Policy and ensure the safety of the students of C.E. Hanna Elementary School, the following procedures will be followed when students are found in possession of, or using, a cell phone or other electronic device on school campus:

1st Offense – Device will be confiscated and the parent of the offending student will sign a form to pick up the phone in the office.

2nd and all future offenses – Device will be confiscated and the parent of the offending student will sign a form to pick up the phone in the office AND the student will receive a disciplinary action.

Cell Phones/Digital Device in a Testing Setting. According to the Alabama State Department of Education, the possession of digital devices (including but not limited to cell phones, MP3 players, cameras, mobile entertainment, social connections, navigation devices, or other telecommunication devices) is strictly prohibited in the testing setting. School personnel will collect such devices before students can enter the testing room. If a device is in the possession of a student in the testing setting, testing for the students will cease, the device will be confiscated, the student will be dismissed from the testing, and the student's test will be invalidated. Additional disciplinary action may be taken by the Local Education Agency.

C.E. Hanna Computer Misuse Discipline Progression

A. In the classroom, minor misuse of the computer or excessive distraction caused by using the computer for non-educational purposes may result in the teacher removing the computer for no more than one class period.

B. Repeated minor abuse of the computer by a student or violating the C. E. Hanna Technology Use Agreement will result in disciplinary action by the administration:

1st Offense – removal of the computer for 1 school day.

2nd Offense – removal of the computer for 1 week.

3rd Offense – removal of the computer for 1 week and 1 day of ISI.

4th Offense – removal of the computer for 2 weeks and 2 days of ISI.

Any further violations of the Technology Use Policies may result in disciplinary action as determined by the administration. (This may include but is not limited to permanent removal of computer privileges and or out of school suspension.)

HEALTH/SAFETY PROCEDURES

Section 17: Drills Fire and intruder drills are conducted each month. Severe weather drills are conducted once quarterly. Students are taught these procedures within the first two weeks of school.

Section 18: Severe Weather During Tornado Warnings Parents are requested NOT to check students out. If severe weather occurs at the time of dismissal, students will be kept inside the building and buses will run when the weather improves. However, parents are invited to come into the building for safety

purposes. Standard emergency procedures will be followed. Parents should not call the school during emergency situations or inclement weather as the telephone line must remain clear. Listen to the radio and other local media for information.

Section 19: School Closings When the superintendent deems weather conditions too hazardous for safe operations, schools will not open. This judgment will be made as soon as is appropriate; the decision will be released to the news media by the superintendent's office. Parents and students should listen to the local radio or television stations for announcements and monitor the system website. 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. Should the superintendent elect to close the schools, the office of the superintendent will notify the principals, media, and initiate a call to parents from our automated calling service. **REMEMBER: Oxford City Schools will be mentioned by name (not Calhoun County Schools).**

Section 20: Head Lice (PEDICULOSIS) Occasionally a child can get head lice. Head lice are passed from person to person by direct contact or on shared objects (combs, towels, headphones, etc.) It has nothing to do with cleanliness. Generally, teachers check all children in their classrooms each month for evidence of head lice (such as nits). If head lice are found in a child's head, the child is sent home until all live bugs are removed. The school office has several pieces of information about head lice for parents who need more information. While physicians can be helpful in assisting parents in the removal of head lice/nits, school officials will make the final decision regarding whether or not a child may return to school. **An adult must accompany the child for a re-check prior to the child's re-admittance to class.** Student absences are excused for the **first occurrence** of head lice (until the child is re-admitted to class).

Section 21: Medication The guidelines for medication being given to a student are fully outlined in Appendix P of the Code of Conduct. **NOTE: NO STUDENT IS ALLOWED TO HAVE ANY TYPE MEDICATION IN HIS/HER POSSESSION WHILE ON THE CAMPUS OF C.E. HANNA ELEMENTARY 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 ISI/OSS OR POSSIBLE EXPULSION.**

SCHOOL INFORMATION Section 22: Electives At C.E. Hanna, students have an elective class daily. Depending upon the grade, students may experience a rotation of all offered electives to "sample" what will be offered in future grades, or they may have limited choices. The following electives are offered at C.E. Hanna:

6th grade – Choice of year-long band elective; 9-week rotation of art, music, Digital Citizenship, and STEM/Robotics

5th grade – Choice of 9-week rotation of art, music, Digital Citizenship, and

STEM/Robotics

Section 23: Harassment/Bullying C.E. Hanna Elementary recognizes that physical or verbal harassment, including harassment on the basis of gender, is a violation of both federal and state discrimination laws. There is zero tolerance for bullying and harassment, and it will be dealt with according to the local board policy (Please refer to the Oxford City Schools Code of Conduct).

Section 24: Intercom Use, Announcements, and Deliveries The school intercom system will be used only when deemed necessary by the school administrators. Over-use interferes with instructional time. The integrity of instructional programs will be highly protected. Announcements for faculty, staff, and students will be made every morning by e-mail. Civic groups, sports associations, or individuals who wish to have an announcement made should call the school office for procedures on having their event announced. **Flowers, balloons, etc., may not be delivered to students at school. Such activities interfere with the school day and safety on the school bus.**

Section 25: Internet Use Access to the Oxford City School System's networked information resources and the Internet allows students to explore thousands of libraries and databases to further the educational goals and objectives of the Oxford City School System. Completion of the "Student Agreement and Parent Permission for Use of Networked Information Resources" form will be required before students have access to networked resources. In addition, each student must have a completed "Permission for Use of Images on the CEH Website" form before his/her photograph can be displayed on our school website. (Please refer to the Oxford City Schools Code of Conduct).

Section 26: Library 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 scheduled to visit 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. If a student loses or damages a book the student is responsible for its replacement cost.

Section 27: Physical Education Grading All students are graded according to participation, attitude, and observance of specific rules governing safety and use of equipment. **Participation:** All students are required to participate in P. E. activities unless a doctor's excuse is presented. Students who are temporarily ill for up to two days should bring a note from their parents stating the nature of the illness. For extended exemptions, a written doctor's excuse is required.

P. E. RULES:

1. Keep hands, feet and objects to yourself
2. Use appropriate language
3. Food or drinks are not allowed in P. E.
4. Take special care of all equipment

5. Wear soft-sole shoes in P.E. **Sandals, flip-flops, jellies, and cleats are not proper shoes for P.E.**
6. Shorts should be worn under dresses
7. Follow ALL safety rules

Skills tests and/or written tests will be given during the year to determine Physical Fitness Awards.

Section 28: Programs and Field Trips Field trips are a worthwhile and valuable part of the instructional program of an elementary school. Each trip has a specific instructional purpose and is used within the structure of an existing curriculum. Attendance on the day of a field trip is counted as any other school day. Students who consistently do not follow school rules will be required to have a parent or guardian to accompany them on trips. If behavior is severe, students may lose the privilege of participation in a field trip. This is to ensure safety for all students.

Section 29: Promotion Criteria Grades 5 – 6 Students who have not mastered 60% of the district's designated standards in English Language Arts or Math will not be considered for promotion. Parent-teacher conferences are highly recommended for students with academic concerns. Students must meet criteria established for each grade level to be considered for promotion. (See Oxford City Schools Board Policy Manual).

Section 30: Report Cards Parents are encouraged to study the report card carefully and to schedule conferences with teachers to discuss a child's progress or lack of progress. Students will be given computer-generated report cards that are based on the following standards based grading scale:

4 – Exceeds the standard **3** – Meets the standard **2** – Close **1** – Not Yet

Section 31: Returned Checks \$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 32: School Day

7:00 am School doors open

7:15 am Homeroom begins

7:30 am 1st period begins **(Students are tardy if they have not arrived in the homeroom**

PRIOR to 7:30 a.m.)

11:00 am Approx. time lunch begins

3:00 pm Load car riders and buses

Parents should bring their children to school **no earlier than 7:00 a.m.** and pick up their children **no later than 3:00 p.m.** School staff will supervise children between the times listed.

Section 33: Teacher-Parent Conferences Conferences must be scheduled through the guidance counselor at 241-3896. Conferences will be scheduled during the teacher's planning period on a day convenient to both parents and teachers. Each parent should schedule at least one conference with a child's teacher during the school year. Teachers may also be contacted by e-mail on our school website @ www.oxfordcityschools.com (click C.E. Hanna under Schools section).

Section 34: 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, if they are unavailable to speak to the parent/guardian at the time of the call, they will return the call as soon as possible. **Please take care of details such as lunch, Monday folders, snacks, program and field trip money, afternoon transportation and the returning of notes, progress reports and report cards before you leave home. These are all common reasons students ask to use the school phone. Making these arrangements in advance also creates a less stressful day for your child.**

Section 35: Textbooks All textbooks are the property of the State of Alabama and the public school system and shall be retained for normal use only during the period pupils are engaged in the course of study for which the textbooks are selected. This includes the following responsibilities: a) Keeping the books clean inside and outside; b) Refraining from marking up the book with pen or pencil except for instruction purposes; c) Keeping the pages free of fingerprints; d) Avoiding turning down, tearing, or otherwise damaging pages; e) Refraining from placing the book where it may become soiled or damaged by weather. Parents and pupils must accept liability for any loss, abuse, or damage in excess of that which would result from normal use. State-owned textbooks are loaned for the period the student uses them and must be treated as borrowed property. In case of abuse or loss of textbooks, a student must pay for the textbook in accordance with the scale set by the State Department of Education. These rules also apply to books checked out from the library. Please contact the school office for textbook and library book prices.

Section 36: Visitors We welcome parents at C.E. Hanna Elementary School. We invite you to eat lunch with your child, or volunteer in the library or workrooms. When planning to visit, we ask that you help us by completing a lunch reservation form or a volunteer request form and adhering to the following procedures: **Lunch Reservations** – We will be accepting lunch reservations on Mondays, Wednesdays and Fridays. We welcome you to enjoy visiting with your child in the school environment. Reservation forms are a part of our ongoing efforts to monitor and improve our safety and security procedures. You will be provided with copies of the reservation form or you can download it on the school website. We do ask that you

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

Volunteers/School Visits - One of the best ways to find out exactly what is going on in our school is to volunteer and become an active participant in the learning process of the students rather than a passive observer. If your schedule allows you to volunteer, you will need to complete and submit the volunteer form attached to this handbook. This form is part of our ongoing efforts to monitor and improve our safety and security procedures.

1. Without exception, ALL visitors must check in through the office to receive a visitor's pass. Anyone seen within the building or on the school grounds without a pass will be asked to return to the office.

2. Call the school office to schedule appointments with teachers in advance in order to protect instructional time.

3. Mornings are very important at CEH. It is crucial that students get off to a good start by beginning their day with their teacher's full attention. Therefore, conferences are scheduled **ONLY** during the teachers' planning times or after school.

4. If eating with your child, all lunches brought into the building should be in **plain containers**. Due to federal CNP guidelines, **food cannot be in restaurant packaging (with logos).**

Section 37: Withdrawals Parents should report to the CEH Guidance Office when a student is to be withdrawn from school. Textbooks and library books need to be returned to school prior to withdrawal. Your notification to the Guidance Office that your child will be withdrawing will enable us to complete school records and provide you with necessary documentation for entry into his/her next school.

Section 38: Gifted Referral Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These 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 services. 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 coordinator, Mr. Roy Bennett and Title VI / Federal Programs coordinator, Dr. Kim Vivanco, or Section 504, Mrs. Merry Albright, Oxford City Board of Education, 402 Main Street, Oxford, Alabama 36203, phone 256-241-3140.

OXFORD CITY BOARD OF EDUCATION – NOTICE OF NON-DISCRIMINATION It is the policy of the Oxford City Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. The Oxford City Board of Education provides equal access to the Boy Scouts and other designated youth groups.

Appendix A

Lunch Reservation Form

Parents,

We will be accepting lunch reservations on Mondays, Wednesdays and Fridays. We welcome you to enjoy visiting with your child in the school environment. This reservation form is part of our ongoing efforts to monitor and improve our safety and security procedures. If you have any questions, please contact the principal. We do ask that you follow the expectations listed below:

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

Visitor(s) _____

Date of Visit _____

Child’s Name _____

Teacher’s Name _____

Time of Visit _____

Appendix B

C. E. Hanna Technology Use Statement

I _____ do hereby affirm that I will use the technology provided to me by Oxford City Schools for the sole purpose of being successful in the educational endeavors of 21st century learning. I will only use these devices and programs in meeting my needs as a result of being an active and successful member of the learning community at C. E. Hanna.

I will not download any program, software, or material to or from any device provided to me by the Oxford City School System except under the supervision and instruction of the faculty and staff of C. E. Hanna. I will not attempt to by-pass the systems internet filtering program. I will only use the Technology provided to me for assignments made as a part of the educational process. I will not use it for any purpose that inflicts harm on another student, teacher or C. E. Hanna as a student body to include all forms of cyberbullying.

Signed _____ Date _____

Appendix C: Media Release

I am **the** parent/legal guardian of the child **named below, who is under the age of 18.** I **hereby** provide permission **to** Oxford City School System (OCS) to include certain **personal information (excluding address, phone, and social security number)** about my son/daughter in publications produced by the Oxford City School System.

I grant permission to Oxford City Schools to use photographs of my son/daughter, without limitation, for the purposes of advertising, promotion, recognition, or publication (with or without my name). I understand these photos may be used in newsletters, programs, brochures, promotional or instructional videos, or posted on the organization's Web site.

I acknowledge that the use of all or any part of the information pertaining **to** the above will be at the discretion of the Oxford City Schools for use in public display and is in no way intended to harm those parties involved.

I acknowledge that my child may have the use of e-mail through the Oxford City School website and servers. My child's use of this service is at the discretion of the Oxford City Schools and may be withheld at my request. Service may also be withheld due to violation of the Internet Acceptable Use and Responsible Use of Technology Policy or in response to disciplinary **problems.**

I **agree** to hold you and any parties harmless against liability, loss, or **damage caused by or arising from the use of any and all information regarding my son/daughter and of any utterance** made by me, **or** material furnished by me in connection with my **participation therein.**

Signature of Student _____

Signature of Parent _____

Date _____

