



2023-2024

C.E. Hanna Elementary School

Student Handbook



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–Brian McRae
Assistant Principal–Lorrie Owens
Assistant Principal–Rachel Poe

Other School Staff

School Secretary – Mrs. Tina Adams – 256 – 241-3896
Registrar - Mrs. Andrea Comer -- 256-241-3896
Guidance Counselor – Mrs. DeShanna Hudson – 256-241-3901
School Social Worker - Baylee Porch - 256 - 241-3875

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. It is the parent/guardian's responsibility to turn in the doctor's excuses. 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 which is unexcused:

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

NOTE:

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

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

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

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.**

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 T.E. for each tardy
8th – 10th Tardy/Check in-2 days T.E. for each tardy
11 or more-1 day OSS for each tardy

Although students placed in T.E. 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 (tardies)/outs and 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 11:15 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 credible 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.**

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 3:10 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. To ensure the safety of our students, **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 dropping off at the front entrance are asked to drive their cars to the mailbox in

order for multiple cars to unload. Parents dropping off at the rear entrance are asked to pull to the beginning of the awning.

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.

Both the front and rear car rider lines will close at 7:30 a.m. Students using the rear car rider line and arriving after this 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 am – 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, Ms. Chasitee Studdard, at 256-241-3907.

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, energy drinks, sport drinks, juice, etc. Also, they are encouraged to bring snacks that are not 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.

Expectations of a CEH student:

Guidelines for Success

Self-Correct
Treat Others with Kindness & Respect
Inspire Responsible & Resourceful Behavior
Navigate Safely
Give 100%

Classroom Consequences:

Checkmark 1:

Warning Issued

***Checkmark 2:**

Contact parent/guardian, and the student will be prescribed silent lunch.

***Checkmark 3:**

Contact parent/guardian, and the student will receive a behavior paragraph to copy **ONE** time.

***Checkmark 4:**

Call parent/guardian **WITH** student present. The student will receive a behavior contract which

includes a behavior paragraph to copy **ONE** time and a place for a parent/guardian signature.

Checkmark 5:
Office Referral

~~*Checkmarks 2-4 will constitute a consequence in addition to the parent/guardian contact.~~
Examples may include: silent lunch, written punishments, contracts, behavior paragraphs, time outs/time owed, etc.

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 (for a level ONE offense), the following list of actions will be taken:
1st Office Referral: Administrative conference with the student and the student will be removed from the classroom environment where the discipline infraction occurred for 45-120 minutes.
2nd Office Referral: Administrative conference with the student and the student will be removed from the classroom environment where the discipline infraction occurred for 45-120 minutes for two consecutive days.
3rd Office Referral: Administrative conference with the student and the student will be removed from the classroom environment where the discipline infraction occurred for 45-120 minutes for three consecutive days.
Subsequent Office Referrals: T.E., corporal punishment, or an alternate consequence based on the level of offense.
***Additional referrals may result in multiple days of T.E., 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 and/or written threats, possession and/or use of tobacco products, 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 as well as contacting outside agencies, if deemed necessary.

Section 12: Corporal Punishment See the Oxford City Schools Code of Conduct.

Section 13: Transitional Education T.E. 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 T.E. will consist of all academic work. P.E. is suspended, students eat lunch in the T.E. 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 Schools' Code of Conduct for explanations and examples of offenses.)

Section 15: DRESS CODE (K – 6th grades)

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

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 detract from the learning environment. Furthermore, dress and personal appearances are not to be disruptive or interfere with the educational interest and welfare of the students or the purposes of public school education.

1. Students must be neatly dressed, clean and well-groomed while at school.
2. Shoes must be worn at all times by all students. Shower shoes/flip-flops are prohibited.
3. Shirts and blouses should have modest and appropriate necklines, arm openings, and closures. Bare midriff tops, halters, and transparent garments should not be worn. Cut-off garments are not permitted and undergarments must be worn.
4. Visible tattoos, clothing, jewelry or paraphernalia related to or associated with gang affiliation or activity are prohibited. Belongings, garments, and visible tattoos must be void of controversial writings, drawings, and decals. This includes, but not limited to, those which show 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.
6. Pants must cover the pelvic girdle (hip bones). "Slacking" will not be permitted as outerwear. Sweatpants are not permitted in grades 5-12.
7. Sunglasses, hats, caps, bandannas, or any other head covering may not be worn inside the school building. Consideration will be given to extenuating circumstances.
8. Garments with holes, rips, frays or tears are not permitted at all points above dress/short length.
10. With approval of the principal and superintendent, activity sponsors may

establish more restrictive rules for dress and grooming as a prerequisite for membership or participation in specific activities.

12. Jewelry and excessive colored beads, and anything that draws attention to oneself in a manner that may be disruptive to the educational process is prohibited. Facial Spacers must be clear, nose piercings may only be the size of a stud.

14. Hair should be clean and well-groomed. Students must wear their hair above their eyebrows (the student's vision must not be hindered and the teacher/administrator must be able to see the student's eyes.) The student may not dye their hair or style their hair in a way that distracts or hinders the education of others (ex. Fluorescent colors, distracting hues or excessively high styles which block the vision of others.) Administrators will handle distractions to learning on a case by case basis. Since some violations may not be immediately correctable, those students may be allowed to continue their work on class objectives in a setting which minimizes the disruption. After administrative approval, the student may return to their regular setting when the distraction is corrected.

15. 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.

16. Coats may be worn. Should the coat present a safety concern, deemed by staff, (length, bulkiness, ect.) The student may be asked to remove the garment while on campus. The student will be given the opportunity to call a parent/guardian for an appropriate coat. not extend below the knee.

17. Earrings may be no larger than the width of a credit card (2 inches).

18. Shirts, tee shirts, athletic jerseys, and blouses must be tucked in pants or skirts if the student's pockets are not visible.

19. Hoodies and sweatshirts are permitted if staff are able to see the student's pockets. If pockets are not exposed, the garment must be tucked in the student's waistband or removed.

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

Disciplinary Action – Elementary Students (K-6)

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

Section 16: Electronic Devices, Games, Etc. The possession of digital devices (including but not limited to cell phones, MP3 players, cameras, mobile entertainment, social connections, navigation devices, or other telecommunication devices; all devices including watches with internet, text,

video/photography, or cellular capability are strictly prohibited in the school setting. Students found in possession of a device will have the following consequences.

1st Offense – Device will be confiscated and the parent of the offending student will sign a form to pick up the device 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 device in the office. The student will be placed in In School Intervention for all non-academic periods.

Additional offenses- The student will be placed in T.E. for a minimum of one-half of a school day, not to exceed two consecutive school days.

Cell Phones/Digital Device in a Testing Setting. According to the Alabama State Department of Education, the possession of digital 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 and possibly searched, 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 – computer privileges suspended for 1 school day.

2nd Offense – computer privileges suspended for 1 week.

3rd Offense – computer privileges suspended for 1 week and 1 day of T.E.

4th Offense – computer privileges suspended for 2 weeks and 2 days of T.E.

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 drills are conducted each month. Severe weather and intruder drills are conducted within the first six weeks of each semester. 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 out students during severe weather. 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 monitor the local radio, television stations, system website, and social media accounts 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. 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. 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 OF 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 T.E./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 OR nine-week rotation of art, music, technology, and media arts

5th grade – Nine-week rotation of art, music, technology, and media arts

Section 23: Harassment/Bullying

All OCS schools 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).

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No student shall engage in nor should any be subjected to bullying, violence, threats of violence or intimidation by any other student that is based on any of the specific characteristics set forth in this policy. Students who violate this policy will be subject to appropriate disciplinary sanctions as specified in the Student Code of Conduct, subject to the investigating school administrator's authority and decision.

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

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

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

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

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

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

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

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

Description of Behavior Expected of Students

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

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

- Race
- Sex
- Religion
- National origin
- Disability

Consequences for Violations

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

Reporting, Investigation, and Complaint Resolution Procedures

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

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

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

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

Bullying Complaint Form

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

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

Student Name: _____ Grade: _____

Date of Incident: _____ Time of Incident: _____

Location of Incident: _____

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

Reported Victim(s): _____

Reported Perpetrator(s): _____

Did the incident result 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.

Section 24: Intercom Use, Announcements, and Deliveries The school intercom system will be used only when deemed necessary by the school administrators. Overuse interferes with instructional time. The integrity of instructional programs will be highly protected. Announcements for faculty, staff, and students will be made by email. 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" (media release) form before his/her photograph can be displayed on our school website or social media platform(s). (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 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 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.

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 tennis shoes in P.E.
6. Shorts should be worn under dresses.
7. Follow ALL safety rules.

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 Final course score of 2.0 or higher in each core course. Final determination lies with the building principal. 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: Progress Reports/Report Card Parents are encouraged to study progress reports carefully and to schedule conferences with teachers to discuss a child's progress or lack thereof. Students will be given computer-generated progress reports 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.)

3:00 pm-Begin dismissal

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 is encouraged to schedule at least one conference with his/her child's teacher during the school year. Teachers may also be contacted by email 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 students 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, snacks, program and field trip money, afternoon transportation and the returning of notes, and progress reports 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. Parents and pupils must accept liability for any loss, abuse, or damage in excess of that which would result from normal use. 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. When planning to visit, we ask that you help us by completing a lunch reservation 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-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. 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).** We will not accept reservations until after Labor Day.

Section 37: Withdrawals Parents should report to the CEH office when a student is to be withdrawn from school. Library books need to be returned and all fees need to be paid prior to withdrawal. Your notification to the Registrar's 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 Oxford City Board of Education, 402 Main Street, Oxford, Alabama 36203, phone 256-241-3140.

Section 39 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.

Section 40: Counseling/Guidance The objective of our Guidance Department is to assist each student in social and school adjustments. The counselor achieves this by utilizing the Comprehensive Counseling and Guidance State Model for Alabama Public Schools 2003. Whenever necessary, please feel free to telephone the counselor during school hours.

Section 41: 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.

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 or 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 designated youth groups.

Appendix B

C. E. Hanna Technology Use Statement (Revision for potential virtual day)

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 a name). I understand these photos may be used in newsletters, programs, brochures, promotional or instructional videos, or posted on the organization's Website and/or **social media**.

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 _____