

2023-2024

Oxford Middle School
7th-8th Grade

Student Handbook



Oxford Middle School

1750 US Hwy 78 West
Oxford, Al 36203
256-241-3816

Principal: Phillip Morrison
Assistant Principal: Holly Harmon
Assistant Principal: Cale Wright
Guidance Counselor: Keajah Franklin
Bookkeeper: Joyce Jackson
Secretary/Registrar: Sandra Spilman
Secretary/Office Assistant: Randi Roberts
Nurse: Demetria Houston

Oxford City Schools Vision Statement

Our vision is to be **THE** leader in all aspects of education. From the time a child enters kindergarten until graduation we want to provide the best instruction, extracurricular activities, facilities and services enabling our students to become productive successful citizens

Oxford City Schools 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.

Principal's Message

Dear Parents and Students,

We want to welcome you to OMS for the 2023-2024 school year. My name is Phillip Morrison and I want to take this opportunity to introduce myself as your principal at Oxford Middle School. It is my pleasure and honor to serve as your principal and look forward to meeting each student as they return for the 2023-2024 school year. I look forward to working with the dedicated administration, teachers, staff, and parents to provide the best possible educational programs for all our students at Oxford Middle School.

Our goal is that every student will grow and achieve success in all areas. To help accomplish this goal, our objective is to establish, maintain and nourish impactful relationships with all stakeholders at our school. We strive to encourage students' ownership of their own learning and our student-led conferences are great examples of the students displaying this ownership. Please mark your calendar for our student led conferences this year on **October 26th and March 7th**.

We encourage you to follow what's happening at OMS on social media:

- Twitter- @OMS_Jackets
- Facebook- Oxford Middle School, Al
- Instagram- oxford_middle

or by searching #OMSJacketLife to see examples of the great things going on at OMS! You may also visit our website for information throughout the year at bit.ly/OxfordMiddleSchool.

If we can be of any assistance to you this year, please don't hesitate to contact us. Let's make it a GREAT year! Go Big O!
Sincerely,

Phillip A. Morrison

PARENT/STUDENT HANDBOOK

The procedures outlined in this handbook may vary slightly throughout the year so please stay up-to-date with any changes by your continued contact with the Administration at OMS.

Parents and students should refer to the Oxford City Schools Code of Student Conduct for further/detailed policies and information.

ATTENDANCE POLICY

Purpose:

Regular school attendance paired with good study habits contribute to the attainment of a good education. On the other hand, poor attendance and inferior study habits result in low educational achievement. Therefore, Oxford Middle School encourages exemplary attendance habits.

Oxford Middle School students are subject to the attendance policy of the Oxford City Board of Education as contained in the Code of Student Conduct.

ABSENCES

In accordance with State Law, a parent/legal guardian/custodian MUST explain the cause of every absence of student 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 any absence(s). All excuses MUST include the student's first and last names and the reason for the absence. This includes check ins and outs! Failure to present the signed note or doctor's excuse within the time noted will result in the absence being marked UNEXCUSED. **It is the parent/guardian's responsibility to turn in a 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.**

Students on school-approved trips are not counted absent from school while participating in activities under the supervision of a school system employee. The student is responsible for making up all classroom work missed while on the approved trip within the same time frame as other make-up work. A student will be excused for official religious holidays when the student's parent/legal guardian/custodian notifies the principal in advance for the student to be absent for this purpose. Students shall be allowed to make up missed work during such absences.

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.

EIGHT-DAY RULE

- Students should note that any combination of absences whether excused or unexcused that total more than eight per semester may result in non-promotion pending summer school attendance (extra fee may be required).

- Period attendance in excess of 8 periods missed will count for that individual class and will be calculated and included in the total count. A grade of NC may be recorded until time is made up.

An absence, for whatever reason, excused or unexcused, is still an absence and counts toward the limit of eight per semester.

Exceptions: Recommendation for waiver by the principal.

Checking in or out of school, regardless of reason constitutes an absence for the periods missed.

TARDIES

The school day begins at 7:30 a.m. All students should be in class and ready to start the day at 7:30 a.m. The building is open beginning at 7:05 a.m. to receive students. Students should not arrive prior to 7:05 a.m. Students who arrive at school after 7:30 a.m. will report to the main office. All late arrivals after 7:30 will be marked as tardy.

For each half-year session the following consequences will be in effect and implemented on the day of the tardy:

Tardy #1: Warning

Tardy #2: Warning; Note Sent Home

Tardy #3 and any subsequent tardies: Lunch TE on the day of the tardy

CHECK IN/OUT

Students who need to check out of school may do so if sign-out procedures have been properly followed. All check-in/out will be in the main office and will be recorded. A check out is defined as leaving school prior to the end of the respective school's regular daily activities.

- ***Checkouts shall be considered unexcused absences from those class periods missed unless evidence is presented to the principal or designee by the parent/legal guardian/custodian establishing an excusable reason. Failure to present a signed note or doctor's excuse will result in the absence being marked unexcused.***

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

A student's parent/legal guardian/custodian **MUST** come to the school in person to check in/out his/her child out of school. **Only persons specifically designated in documentation by the parent/legal guardian/custodian may check a student out of school when the parent is unable to do so. The designated person must present a valid driver's license or other picture identification to school officials as verification of their identity prior to the student's release into their care.**

Students may not sign out on the basis of notes or phone calls from parents or others.

Any class time missed due to checking in or checking out will constitute an absence in the class(es) missed.

If time is missed from an academic class for a dentist, doctor, or legal appointment, the missed time will be counted as an excused absence if the excuse is received within three (3) days. Excuses are needed for checkouts as well.

Stating a reason at the time of check-in/out will not suffice as an excuse. A parent note or doctor excuse must be received within 3 days to excuse the absence for classes missed. A parent note may be written at the time of the check out.

TRUANCY PROCEDURES

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.

PERFECT ATTENDANCE

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

MORNING CAR RIDERS

Car riders in the morning will be dropped off beginning at 7:05 using the outside circle in the front of the school. There will be one line in the morning to ensure the safety of dropped off students. Cars should pull all the way to the front of the line or the stopped car in front of them before letting students out instead of

stopping in front of the door. Cars should not pass or go around other cars that are dropping off students.

No students should be dropped off in the parking lot. All students must use the car rider line for morning drop off unless prior approval from the Principal for special circumstances is in place.

AFTERNOON CAR RIDERS

Car riders should be picked up no later than 3:15p.m. If a repeated pattern of a student not being picked up by 3:15 occurs, the parent will be contacted due to the potential safety/supervision issue.

Parents will use the outside circle in the front of the school for picking up students in the afternoon. There will be two lines utilized in the afternoon. Students will not be allowed to walk through traffic for safety reasons. Parents are asked to be cooperative and patient during this process. Students will be directed to load when cars are in place near the front of the building. Cars will be directed out at the same time. If your child failed to load at the appropriate time, you will be asked to move to a parking place to wait on your child so the line can continue to proceed. Students are not allowed to walk to cars parked in the parking lot unless given permission by faculty to do so if they didn't load. All car riders will be picked up daily in the car rider line unless prior approval from the Principal is in place.

Physical Education/ Physically Demanding Courses

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.

Bullying and Harassment

Oxford City 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).

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:

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

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

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

“Threat” means a statement of an intention to inflict pain, injury, damage, or other hostile action to

cause fear of harm. The intention may be communicated through an electronic, written, verbal, or physical act to cause fear, mental distress, or interference in the school environment. The intention may be expressly stated or implied and the person communicating the threat has the ability to carry out the threat.

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

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

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

Description of Behavior Expected of Students

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

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

- Race
- Sex
- Religion
- National origin
- Disability

Consequences for Violations

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

Reporting, Investigation, and Complaint Resolution Procedures

Complaints alleging violations of this policy may be made on a Board-approved complaint form

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

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

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

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

Bullying Complaint Form

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

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

Student Name: _____ Grade: _____

Date of Incident: _____ Time of Incident: _____

Location of Incident: _____

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

Reported Victim(s): _____

Reported Perpetrator(s): _____

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

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

Other important information

Signature of person making this report: _____ Date: _____

Signature of school official accepting this report: _____ Date: _____

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

Counseling and 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.

TOBACCO USE FOR VISITORS AND THE PUBLIC

"Smoking and the use of tobacco products is prohibited in all Oxford City Board of Education buildings, on school buses, in school vehicles and on the grounds

of all facilities at any time including the locations of extended day, enrichment and extracurricular activities.” (Oxford City Schools Board Policy 9.21)

COMPUTER/INTERNET ACCEPTABLE USE

Oxford Middle School provides state of the art technology for use by students and faculty. Computer use means the computer itself along with all of the accessories and peripherals used in connection with the computer such as, but not limited to, the servers, backup drives, backup disks, network servers, communication servers, modems. Internet access software, CD ROM, CD drives, printers, software, stored data, computer hardware, e-mail and any and all data and programs used on the computers, are all property of the Oxford City Board of Education.

All use of computers must be to further educational goals and objectives. Students are to adhere to the Computer/Internet Acceptable Use Policies as set by the Oxford City Board of Education as published in the Student Code of Conduct and administered by Oxford Middle School Staff.

Students are responsible for acceptable behavior while using OMS technology. Disciplinary Actions:

1st Violation-Warning; Student copies AUP (Acceptable Use Policy); Parent Notification

2nd Violation-Parent Contact; Loss of Device for 5 days

3rd Violation-Parent Contact; Loss of Device for 10 days/TE 1-3 days

4th Violation-Parent Contact; Loss of Device for 20 days/TE 1-3 days

5th Violation and Subsequent Violations-Parent Contact; Loss of Device/Suspension/TE TBD by Admin

Severe Violations may result in a loss of access as well as other disciplinary or legal action.

SCHOOL OPERATIONS

DRESS CODE

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 appearance 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. Open-toed shoes are permitted, but spiked-heels are prohibited. Shoes must be tied and have

straps fastened at all times. House shoes or slippers are not allowed.

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, revealing tops, and transparent garments are not permitted. Cut-off garments are not permitted, and undergarments must be worn. Male students cannot wear sleeveless garments. Female shirt straps must be no less than a credit card in width.
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, handwritten messages, 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 any unconventional manner is not allowed.
5. Dresses or skirts should not be shorter than a credit card in length above the middle of the kneecap. Shorts shall not be 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 including leggings. Leggings may be worn under a dress that meets length and other requirements for a dress. Leggings may NOT be worn as pants or with a shirt. Sweat pants, pajama pants, wind pants or any other drawstring/elastic-waist pants or shorts are not permitted. No oversized and/or undersized pants and shirts are allowed.
7. Sunglasses, themed contacts, hats, caps, bandannas, curlers, picks or other head covering may not be worn to school. Sweat/headbands or other hair accessories may require administrative approval. Metal chains, wristbands, lanyards, spiked apparel, or accessories are prohibited.
8. Garments are not allowed to have holes, rips, frays, or tears above dress/short length.
9. Physical education and lab settings/classes may develop additional dress codes to promote safety for all students or to allow for mobility for specific activities.
10. 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, nose rings and other facial jewelry are not permitted. Earrings may be no larger than the width of a credit card (2 inches).

11. Shirts, tee shirts, athletic jerseys, and blouses must be tucked in pants or skirts. Button-up shirts must be buttoned and tucked in pants. Some accommodations may be made if deemed appropriate by administration.
12. Hair shall 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 and/or unnatural 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 that minimizes the disruption. After administrative approval, the student may return to their regular setting when the distraction is corrected.
13. Book bags, oversized purses, and backpacks are not allowed. Athletic (team) bags must be placed in a designated area upon arriving at school. If a textbook can fit in a purse it is considered oversized.
14. Coats may not extend below the waist and must expose the beltline. Students may be asked to remove coats that extend below the waist line. Seasonal modifications may be made by school administration
15. 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.
16. With approval of the administration, activity sponsors may establish more restrictive rules for dress and grooming as a prerequisite for membership or participation in specific activities.
17. Earrings may be no larger than the width of a credit card (2 inches).
18. The principal or his/her designee will make the final judgment as to whether or not a student's clothing is appropriate for school wear. Attire for special days and after school activities must be pre-approved by the administration.

Disciplinary Actions

- 1st Violation – Warning; Parent contacted to bring appropriate dress if necessary (if unable, student will be placed in TE until appropriately dressed). Student refusal to comply with administrative directives to correct will be considered insubordination.
- 2nd Violation and 3rd Violation – Parent Contact; T.E. (1-3 Days)
- 4th Violation and subsequent violations – O.S.S. (1Day + 1 additional day for each subsequent offense)

NOTES ON SCHOOL DISCIPLINE:

OMS has high expectations for students when referring to their behavior. OMS strives to involve students in engaging activities and lessons throughout the day, which assists students in maintaining their focus on goals and academic achievement. If a student chooses to lose their focus and not meet the expectations set forth for their behavior, consequences will be administered following the Code of Student Conduct.

Please refer to the Code of Student Conduct for school discipline procedures. See below for a few notes in reference to the Code of Student Conduct/procedures:

Bus Discipline:

1st notice-Note home

2nd notice-Phone call to the parent from the office

3rd notice-3 day suspension from the bus

4th notice-1 week suspension from the bus

5th notice-2 week suspension from the bus

6th notice-Suspension from the bus for the remainder of the year

Fighting and other Class II infractions, which interfere with the safe operation of the bus, may warrant immediate bus suspension on the 1st occurrence.

Fighting:

Fighting in the school building, on school grounds, at any school sponsored event, or in a school owned vehicle shall be classified as a major violation of the Code of Student Conduct. Oxford Police may be contacted to file an incident report and disciplinary procedures will be followed per the Code of Student Conduct.

Vaping/Student Use or Possession of Tobacco Products

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

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

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

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

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

Third Vape Infraction- Fifteen day placement in an alternative setting.

Fourth Vape Infraction-The student will be referred to the district's Due Process Hearing Committee.

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

Vape Early Warning Course

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

MEDICATIONS

Students are prohibited from carrying prescription or nonprescription drugs on their person while at school. Refer to the Code of Student of Conduct for specific guidelines on administration of medications at school. Required documentation/authorization must be completed through the school Nurse's office.

SCHOOL HOURS

A minimum of six hours of instruction is scheduled for the school day, not including lunch. Oxford Middle School will open doors daily at 7:05a.m. for early arrivals to report to designated areas. Students participating in the breakfast program should report directly to the cafeteria upon arrival to school. Breakfast ends at 7:20 a.m. each day. School begins at 7:30 a.m. Arrivals after 7:30 a.m. are considered tardy and must report to the main office to sign in. Refer to the Tardies section for consequences and procedures. School is dismissed at 3:00 p.m. Oxford Middle School office hours are from 7:15 a.m. until 4:00 p.m. Students participating in school endorsed and/or sponsored events and trips should be aware that all policies/requirements of Oxford Middle School apply regardless of time of day and/or day of the week.

LOCKERS

Lockers may be offered for use in PE. Lockers are the property of the school and are subject to inspection at any time. Lockers may not be changed without permission from school staff. The school has the right to conduct periodic searches in order to look for contraband items and/or overdue library books. Students who are found abusing lockers, tampering with lockers, or attempting to open lockers in any manner deemed inappropriate will lose locker privileges and be subject to disciplinary action. Students ARE NOT to share their locker combinations. The school or school personnel are not responsible for stolen items.

CHILD NUTRITION PROGRAM

Charged Meals

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

School Meals

Breakfast and lunch meals are offered at all Oxford City Schools. A student may bring meals from home and purchase milk. Advertisements for competitive

foods to include food and beverage containers or bags are prohibited in school cafeterias. These food items must be wrapped in plain packaging if brought into the cafeteria. It is the parent's responsibility to make sure that a child has money for school meals. Applications for the Free and Reduced Meal program are available online and at each school. It is strongly encouraged to pre-pay for meals ten days in advance. Pre-payments are accepted online at www.paypams.com, by cash, or check. Meals can also be paid for longer duration such as monthly or yearly. Ala carte items and additional portions of menu items are available to be purchased daily at each school. Additional money is required for these purchases, and can be added to your child's meal account. You must contact the CNP Manager at your child's school if you would like to block the purchase of additional food items. Refunds for the pre-payment of school meals can only be requested by a parent or guardian, and a refund form must be completed. The forms are available online and at each school. All snacks including ice cream sold by school offices and vending machines are in compliance with the federal and state snack guidelines.

CELL PHONES/PERSONAL ELECTRONIC DEVICES

The following procedures will be followed if a student is found to have his or her cell phone out and/or be using it or other electronic devices* (smart watches, Bluetooth headphones, tablets, etc.) in any way during school hours:

1st offense- Warning; Parent contacted (referral/notice sent home)

2nd offense-Device confiscated; TE 1 day; Parent contacted to pick up the device.

3rd offense-Device confiscated; TE 3 days; Parent contacted to pick up the device.

4th offense and subsequent offenses-Device confiscated, Out of School Suspension 1 day; Parent contacted to pick up the device

* Bluetooth headphones should only be worn and/or used when permission is given in class and should not be worn when transitioning in the building.

EXTRA-CURRICULAR ACTIVITY PARTICIPATION

Students must maintain satisfactory citizenship and standing if he/she is to represent OMS. A student will not be allowed to participate in any extra-curricular activity if suspended (in-school or out-of-school) on the day of the activity. Also, a student must be present in excess of ½ day in order to participate in after school activities (games, meetings, practices, etc.)

Students participating in school endorsed and/or sponsored events and trips should be aware that all policies/requirements of Oxford Middle School apply regardless of time of day and/or day of the week.

TEXTBOOKS

State owned textbooks are loaned to students for use in various subjects and, as such, should be treated as borrowed property. It is the responsibility of the student to take care of the textbooks assigned to him/her and avoid loss or damage.

Any book that is lost or destroyed must be paid for before a replacement is issued to the student. Damage fees will be assessed for books damaged beyond the reasonable wear expected during the school year.

RETURNED CHECK POLICY

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

MONEY AND EXPENSIVE ITEMS AT SCHOOL

For safety and management reasons, Oxford Middle School recommends that students should have no more than \$20 in cash on their person in the school building. Students should also exercise caution when choosing to bring an expensive item to school (i.e. expensive headphones, smartphones/watches, etc.). These recommendations exist to curb theft and money exchange during the school day. Any money sent to school for receipting should be in the form of a check and should be turned in before the end of 1st period.

GRADING/REPORTING SYSTEMS

Progress reports will be issued at the mid-term and end of each of the half-year sessions.

Academic dishonesty (cheating) is a class 2 discipline offense per the Code of Conduct and is subject to a failing grade assignment and/or disciplinary action.

For a complete explanation of grade computation, see the Oxford City Schools Curriculum Handbook.

PROMOTION

Updated for 4.60 of current OCS Board Policy Manual
2/24/2023

The Board instructs the Superintendent to develop and maintain instructional objectives and performance standards for each grade level within the School District.

The fundamental purpose of standards-based learning and scoring is to compare student performance to established levels of proficiency in knowledge, understanding and skills.

The Board instructs the Superintendent to establish the criteria for promotion and retention. Promotion of a student from one grade to the next shall be based solely on that individual student's achievement of the minimum skills necessary to qualify for promotion. Promotion and retention standards shall be available to parents.

Promotion Criteria Grades 7 -8 into the next grade

Students in grades 7-8 must attain a final overall course score of 2.0 or higher in each core course in order to be promoted to the next grade.

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.

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.

STATEMENT OF NON-DISCRIMINATION

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