

OXFORD MIDDLE SCHOOL



STUDENT HANDBOOK 2017-2018

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OXFORD MIDDLE SCHOOL

Superintendent.....Dr. Jeff Goodwin
Principal.....Mr. Michael Maniscalco
Asst. Principal.....Mr. Phillip Morrison
Asst. Principal.....Mrs. Joiceyn Armbruster

Guidance Counselors:

Ashley Bunn Marci Hall

Office Personnel:

Randi Adams-Secretary/Attendance Clerk

Joyce Jackson-Bookkeeper

Susie Bennett-Registrar

Demetria Houston-Nurse

OUR VISION

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

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 & Students,

I want to welcome you to OMS for the 2017-2018 school year. I look forward to working together with you this year to make it an exciting and rewarding experience.

Our goal is that every student will grow and achieve success in all areas. 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 the culminating example of the students displaying this ownership. We look forward to the student-led conference dates on September 28th, November 30th, and March 1st of this school year. Please mark your calendar for these important events!

Oxford Middle School will be committed to serving as both a nurturing and challenging educational environment for our students in their middle school years.

I encourage you to follow what's happening at OMS on Twitter @OMS_Jackets / #OMSLikeThis or by visiting our website: oxford.ocsms.schoolinsites.com

If I can be of any assistance to you this year, please don't hesitate to contact me.

Let's make it a GREAT year at Oxford Middle School!

Michael Maniscalco

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.

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.

ALL absences shall be designated as "excused" or "unexcused" in accordance with the following:

1. Excused absence-an absence is excused whenever the school receives a documented written doctor's/legal excuse or documented written excuse from the parent/legal guardian/custodian within three days of an absence and meets state attendance requirements. Parent excuses will be limited to eight (8). Any exceptional circumstances must be addressed by the parent and the Principal or Principal's designee in conference.

Arrangements for make-up work are the responsibility of the student and must be made up within three (3) days after returning to school from an excused absence.

Normally, arrangements and make-up work must be completed within a total of three (3) school days; however, for long-term absences, additional days to make up the work may be approved by the principal. Students assigned to TE (transition education) may make up tests and class work. Work assigned while a student is in TE will be submitted by the TE teacher when completed. An assignment to TE counts as an absence from class and not from school.

2. Unexcused absence-an absence is unexcused when the parent/legal guardian/custodian does not send a written note explaining the absence within three (3) days following the absence or when the nature of the absence is not for legitimate reasons as defined by Alabama law. This also includes ALL check-ins and check-outs. All student check-ins and check-outs are coded as unexcused until the proper excuse is

presented within time noted. Stating a reason on the check-in or check-out slip is not sufficient and does not substitute for a written excuse received within 3 days of any absence whether for a full day or individual classes.

Students will be allowed to make up work/tests missed during unexcused absences for ½ credit only, regardless of the circumstances.

Assignments to out of school suspension constitute an unexcused absence from school and from individual classes.

Students who are absent from school for an unexcused reason shall not participate in any school extracurricular or co-curricular activities that day (athletic contest, cheerleading, scholar's bowl, etc).

Absences not falling in the excusable category involving necessary trips or attendance at events that are not part of a school function will only be excused if a notice is received in writing prior to the absence requesting that the absence be excused with full details of the reason to the attention of the principal.

Approval needs to be in place prior to the absence and will be based on regular school attendance records.

NO absences will be administratively excused during state testing dates.

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 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 semester grade of NC 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.

Students should be aware that 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. must report to the main office accompanied by a parent.

All late arrivals after 7:30 will be marked as tardy.

For each Semester grading period, the following consequences will be in effect for tardies:

Tardy #1: Warning

Tardy #2: Warning

Tardy #3: 1 Day Lunch TE; Parent Contacted

Tardy #4: 2 Additional Days Lunch TE; Parent Contacted

Tardy #5: 3 Additional Days Lunch TE; Parent Contacted

Tardy #6: 5 Additional Days Lunch TE; Parent Conference Held

Tardy #7: 5 Additional Days Lunch TE; Discipline referral for further consequences

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

Truancy procedures are as follows for Oxford Middle School:

- 1st Truancy/unexcused absence will result in parent notification.
- No earlier than the 5th unexcused absence, the student will be referred to Juvenile Court.
- No earlier than the 7th unexcused absence, a petition will be filed in Juvenile Court against the student and parent.

ATTENDANCE SCHOOL

- **All Day Absences:** Students will be required to attend Attendance School when their total all day absences are more than 8 days (per Semester). Each day over 8 (per semester) will require 1 day of Attendance School.

~ OR ~

- **Period Attendance (Check Ins/Outs):** Students will be required to attend Attendance School when their total Period Attendance absences total more than 81 periods (per Semester).

Cost for Attendance School will be \$25.00 per day and must be paid in full before credit will be given for attending.

An OMS administrator will review extenuating circumstances on a case-by-case basis.

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.

CAR RIDERS

Car riders should be picked up no later than 3:15p.m.

Parents will use the outside circle for picking up students 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 need to move to a parking place to wait on your child so the line can continue to proceed.

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

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

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.
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 should not be worn. 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, hand written 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. 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/head bands 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. Facial jewelry or piercings and anything that draws attention to oneself in a manner that may be disruptive to the educational process is prohibited. 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 belt line. Seasonal modifications may be made by school administration.
15. 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

(Refusal to comply with administrative directives 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:

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 will be contacted to file an incident report and disciplinary procedures will be followed per the Code of Student Conduct.

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 rooms within their area. 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 and sign in. Refer to the Tardies section for consequences and procedures. School is dismissed at 2:55 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 obtained at the beginning of school on a first come, first serve basis. Lockers are the property of the school and are subject to inspection at any time. Lockers may not be changed without permission from the office. 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 that bypasses the combination will lose locker privileges and be subject to disciplinary action. Students ARE NOT to share their locker combinations. Contact paper must not be applied to the inside of locker doors or any area where it might impair the functioning of the lock mechanism. 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 be **using** a cell phone or electronic device (smart watches, Bluetooth headphones, tablets, etc.) in any way during school hours:

1st offense- Warning; Device confiscated; Parent contacted to pick up the device.

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

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

Report cards will be issued at the end of each semester grading period. Progress reports will be issued quarterly.

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.

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.
