

*Oxford Secondary Schools*  
*2020-21*  
*Student Handbook*



***The Oxford Promise:***  
***Empowering all students to become confident and creative builders of the future.***

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**Oxford Intermediate School Office Staff**

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Kendedrick Jones.....Assistant Principal  
Tara Ross.....School Counselor  
Clemmisa Presley.....Intervention Coordinator  
Lori Giles.....Office Manager/Bookkeeper  
Joi Logan.....Receptionist  
Alicia Inman .....Records Clerk  
Jessica Gray.....School Nurse

**Oxford Middle School Office Staff**

Audra Rester.....Principal

Neil Burton..... Assistant Principal  
 Sydney McGaha..... Assistant Principal  
 Yolanda Dudley ..... School Counselor  
 Mary Madison Tyler ..... School Counselor  
 Molly McNeely..... Intervention Coordinator  
 Ginger Ethridge ..... Office Manager/Bookkeeper  
 Shelia Howard-Baker ..... Receptionist  
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 Erin Siskey ..... School Nurse  
 Marlon Bell ..... Retention Coordinator

**Oxford High School Office Staff**

Noah Hamilton.....Principal  
 Nikki Logan.....Assistant Principal  
 Chris Bush..... Assistant Principal  
 Johnnie Dudley..... Assistant Principal  
 Sarah Breithaupt.....School Counselor  
 Kelsey Dodson..... School Counselor  
 Brooks Gregory.....School Counselor  
 Danielle Fortenberry.....Intervention Coordinator  
 Amanda Stone..... Office Manager/Bookkeeper  
 Vester Buford.....Receptionist  
 Jill Tyler.....Records Clerk  
 Meg Hayden.....School Nurse  
 Marlon Bell.....Retention Coordinator

***Notice of Non-Discrimination***

The Oxford School District complies with all federal and state laws and regulations and does not discriminate on the basis of race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital or veteran status, or disability, in employment or in the delivery of educational services. This applies to all educational programs and extracurricular activities. Inquiries associated with Title VI, Title IX, and/or accommodations for disabled employees or the public and accessibility of facilities and programs should be directed to Mr. Brian Harvey, Superintendent at 662.234.3541. Inquiries regarding the application of Section 504 of The Rehabilitation Act (concerning students with disabilities who are not eligible for Special Education) / Americans with Disabilities Act should be directed to Dr. Suzanne Liddell at 662.234.3541.

# Welcome to Oxford Secondary Schools

The faculty and staff welcome you to the Oxford School District. We are honored and look forward to the 2020-2021 school year. This handbook will help you understand the laws established by the Mississippi State Legislature and the policies of the Oxford School District Board of Trustees. School rules and regulations are written to enforce and implement these laws and policies. They will also help us provide you an orderly and safe school and thereby enable you to reach the highest level of academic achievement you can obtain.

Parents and students should read this handbook carefully. If you have questions or need additional information, do not hesitate to visit with an administrator.

*\*\*Due to the extenuating circumstances of COVID -19, policies and procedures outlined in the Oxford School District Return to Learn Plan and specific school plans supersede the Oxford School District Secondary Handbook.*

## **ACT Test Registration**

### **Oxford High School**

Students at Oxford High School will be given multiple opportunities to take the ACT during their time at OHS. The ACT will be administered to every student during their sophomore and junior year. You may view testing dates for the ACT at [www.act.org](http://www.act.org).

ACT Oxford High School Code: 252-242

ACT Test Center Code: 197210

## **Announcements**

In order to keep class interruptions to an absolute minimum, the pledge of allegiance and announcements will be made at the beginning of the first period during the designated time. Students are expected to stand during the pledge. Information will also be available on the school website, the school newsletters, Schoology, PowerSchool, the Oxford School District mobile app, and district social media.

## **Arrival/Dismissal**

### **Oxford Intermediate School**

Classes begin at 8:30 AM. The school will open to students at 7:30 AM. Car riders are to enter the building according to their grade-level. 5th grade car riders enter through the front of the school. 6th grade car riders enter through the side door from the parking lot. All students are encouraged to eat breakfast. Bus riders and 5th grade car riders may pick up their breakfast from the cafeteria. 6th grade car riders are to pick up their breakfast from the breakfast cart located in the 6th grade hallway.

Students will be directed to their appropriate location to wait until 7:45. At 7:45 students will report to their designated 1st period class. Once students are in their 1st period class they may be allowed, only with teacher permission, to leave the classroom. Students will be issued a hall pass before being allowed to leave the classroom.

Afternoon dismissal will begin at 3:45 PM. Bus riders will be dismissed to their assigned bus rider location at 3:45. Car riders will be dismissed to their designated location at 3:50 to wait for pick-up. Walkers will be dismissed at 3:55 to their designated location to wait for release. Car riders are to wait quietly in their assigned location until their name is called to report outside. Walkers will be checked-out by a designated school employee before being released. Walkers are to exit the building immediately and leave campus directly. Walkers are to use legal crossings and exercise safety as they leave campus.

### **Oxford Middle School**

Students should plan to arrive on campus before 8:30 am. Students who are car riders may enter the building starting at 7:30 a.m. through the 100 entryway at the rear of the building. Students who ride the bus may enter the building starting at 7:40 a.m. through the 100 entryway at the front of the building. Students will wait at the respective entryway until 7:45 a.m. Students who walk to school should use available crosswalks in a safe manner and enter the building through the front entryway. Breakfast will begin at 7:45 am at the breakfast kiosks located at each entryway, and students should report immediately

to the first period. The bell for the first period will ring at 8:25. The tardy bell will ring at 8:30 am. Students arriving after 8:30 am will receive a tardy to school. Three tardies to school equals one absence.

Students will not be permitted to walk the halls. Students who participate in band may report to the band hall to drop off instruments before reporting to the first period. If prior arrangements have been made, students may report to the library or another teacher's room for extra assistance. Students will not be permitted to be in a teacher's room without supervision.

Students will be dismissed at 3:45 pm daily. Students who are leaving campus on foot will be held until the staff member(s) responsible deems it safe for students to walk out. Any student walking off of campus will exit with staff member(s) at the designated location and use the crosswalks if walking across the street. Students will not be dismissed from school when the community is under a tornado warning. School personnel are responsible for the safety of the students who are in the hallway during a tornado warning; therefore, personnel are not available to check out students in the office. There will be no early dismissal after 3:15 p.m. without prior approval from the principal. All individuals must be prepared to present a valid ID before a student can be checked out.

### **Oxford High School**

All students must enter the building through the Commons area doors. When students arrive at school, prior to 8:20 a.m., they may wait in the cafeteria, commons, or other designated areas. Students will not be allowed in the gym. At 8:20 a.m. a bell rings dismissing the students from those areas to report to first period class. The bell to begin first period sounds at 8:30 a.m. School will be dismissed each day at 3:50 pm. Car riders will be picked up in the area outside the Science building. In order to keep a steady traffic flow, parents picking up car riders need to stay in the inside lane of traffic around the campus. All traffic is one-way, in a counter-clockwise motion.

### **Asbestos Inspections**

The Oxford School District wishes to inform its staff, students, parents, and the general public that an approved asbestos management plan is on file with the Mississippi Department of Education. Asbestos management plans are available for public review at each school location. For more information, contact Sonny Brownlee, Director of School Services, at 236-1079.

The Oxford School District certifies compliance with the applicable federal and state regulations.

### **Assembly Programs**

Assemblies will be held throughout the school year. Exemplary behavior will enhance the school reputation and is expected of every student.

Students must enter and leave the assembly in an orderly manner. Students who walk on auditorium seats or deface the property in any manner, talk loudly, are rude or disrespectful to teachers or presenters, or disrupt the program in any manner will be removed from the activity and disciplined.

Students must respect themselves, their peers, and all adults. If a student's behavior is inappropriate, the nearest adult will correct him/her. A student who shows disrespect, rudeness, inappropriate language or behavior toward an adult will face disciplinary consequences as deemed appropriate by administration.

## **Attendance**

Attendance is a vital aspect of developing and maintaining a successful educational experience. Regular attendance promotes a sense of responsibility, ensures educational continuity, and facilitates academic growth. Furthermore, daily attendance is important to both the school and the community in that it is the measure by which state funds are allocated to the schools. JBA Compulsory School Attendance (updated 8/24/2020)

A student should adhere to the following attendance policy to assist in the earning of credit or promotion to the next grade in grades 7-12:

1. Must be present eighty-four (84) days for a semester course (maximum of six (6) absences).
2. Must be present one hundred sixty-eight (168) days for a full year course (maximum of twelve (12) absences).

A student who will be absent for two consecutive days may request his/her assignments by calling the guidance office or by contacting individual teachers via email, Schoology, or School Status. When a student returns to school, he/she must check in at the front office with a written excuse. The receptionist will give the student an admittance slip and all absentee notes will be kept on file in a secure location. All other absences will be considered unexcused unless medical documentation is provided. Notes explaining the reason for each absence will be important in the event a student exceeds the maximum number of absences allowed. Parents may fill out the absentee note forms provided at the front office or send a parent note. All excuse notes should be turned in within three (3) days of a student's absence.

### **Excused Absences/Unexcused Absences**

Under Mississippi law (37-13-91), in order for an absence to be determined as **EXCUSED**, satisfactory evidence of the excuse must be provided by the student, including a note from the parent or a physician's excuse. The following eight categories constitute **EXCUSED ABSENCES**:

1. An absence resulting from illness or injury of the student which prevents the student from being physically able to attend school;
2. An absence resulting from the death or serious injury of a member of the immediate family (parents, grandparents, siblings);
3. An absence resulting from medical or dental reasons;

4. An absence resulting from a student's attendance at the proceedings of a court or administrative tribunal;
5. An absence due to a required religious observance or event;
6. An absence resulting from an authorized school activity;
7. An absence that requires a student to be isolated for health purposes;
8. An absence whereby the principal determines that conditions warrant that the absence be excused, which includes pre-approval of the absence by the principal

An excused absence counts towards the twelve (12) absences a student may receive before credit is lost. ONLY medical excuses (excused from a doctor's office) are not counted toward the twelve (12) day requirement.

Also according to state law (37-13-91), an "unlawful" absence is an absence for which the student does not have a valid excuse, including days missed because of disciplinary suspension. These absences are also called **UNEXCUSED** absences.

### **Extended Absences**

The following guidelines must be followed if a student is absent for more than five (5) consecutive days:

The student or parent must present a statement from a licensed physician certifying the specific dates the student missed due to the medical condition.

If extended absence due to medical reasons is anticipated, the parent or guardian must notify the attendance clerk and school counselor prior to the absence so that plans can be made for the student's academic progress.

### **Official School Absence**

An absence due to school-related functions will be excused as an Official Absence (Coded Activity in PowerSchool)

The student must:

1. Obtain permission from the principal prior to the absence;
2. Secure assignments from teachers before the scheduled absence;
3. Complete each assignment and give it to the appropriate teacher on the day he/she returns to school. (The teacher may deduct points from the assignment if it is not turned in on the date the student returns to school.)

### **Policy of Attendance Appeal Procedures**

Once a student has exceeded the maximum number of days allowed, he/she may not be awarded credit for the course. At this time they will automatically be referred to the Multi-Tiered System of Support Team. Parents are encouraged to provide additional information regarding the reasons for absences. The appeals process is as follows:

1. The appeal must be directed to the school principal, must explain circumstances that led to the absences, and must include sufficient documentation. The principal shall forward the appeal to the Multi-Tiered System of Support Team. The Multi-Tiered System of Support Team will then schedule a meeting with the parent regarding the student's attendance. If the student was absent due to a long-term illness, a letter from the attending physician explaining the nature and length of the illness may be appropriate to assist the Multi-Tiered System of Support Team. Documentation from a physician or officer of the court must be original and may be subject to verification. A fax originating from the appropriate office will be accepted.
2. Upon completion of the review, the parent/legal guardian will be notified of the decision.

### **Reporting Absences**

Parents should accurately fill out the absentee note forms provided at the front office or download the form online at [www.oxfordsd.org](http://www.oxfordsd.org). All excuse notes should be turned in within three (3) days of a student's absence.

### **Building Hours**

Hours for secondary schools are 7:30 am - 4:15 pm. Oxford Secondary Schools will be open at 7:30 for car riders. Oxford Secondary Schools will remain open after school for school activities and club meetings. No club or activity should hold after school meetings without sponsor supervision. If a student is not involved in a club or organizational meeting, they must exit the building at the conclusion of the school day.

### **Cafeteria/Lunch Behavior and Procedures**

Students will pay for lunch during the lunch period. Parents may also pre-pay for student lunches via My School Bucks. Payment for more than one day at a time is encouraged. All checks should be made payable to each respective school. Lunch prices and forms will be sent home with the students at the beginning of the school year.

Students are expected to arrive on time and be courteous and refined in their cafeteria manners. Students must respect themselves, their peers, and their supervising teachers while in the cafeteria. Fighting, loud talking, playing, throwing items, disrespect, rudeness, combing hair, or other inappropriate behavior will not be tolerated. Strict adherence to the lunch schedule will be observed. Students shall return trays, silverware, and trash to the appropriate areas when finished. Breaking line is not permitted. Inappropriate cafeteria behavior will result in the appropriate disciplinary measures.

All students are encouraged to eat lunch provided by the Oxford School District Child Nutrition Department; however, students may also bring their lunch. If a student forgets his or her lunch, it must be dropped off with the school receptionist by 10 a.m.

When coming to eat lunch with a student, visitors must be on the student's contact list, present a valid ID, and obtain a visitor tag. After signing in, the parent must wait in the lobby area to meet his or her child or wait in the cafeteria. The parent may then have lunch with his or her child at the hospitality table only. No other children will be permitted to sit with the parent and his/her child. Parents should not go to the classroom before or after lunchtime. After the student's lunchtime, all visitors must check out in the office and exit the building.

Students who qualify under federal guidelines may receive lunch free or at a reduced price. Please pick up an application from the office or apply online. It must be completed and signed by the parent/guardian and returned to the cafeteria manager. Students receiving free or reduced lunch will not be embarrassed, humiliated, or identified in public by the school faculty or staff.

### **Oxford Intermediate School and Oxford Middle School**

Teachers are to escort their classes and remain with students in the cafeteria to make sure that students do not loiter in the halls or the restrooms or disturb classes that are in session. Students are to sit with their lunch class unless instructed otherwise. If needed, administrators reserve the right to arrange cafeteria seating throughout the school year. Teachers or administrators may assign lunch detention to students who will be required to sit in a designated area. Each student is expected to dispose of all trash and food upon dismissal so that the next group has clean tables at which to eat. In order to prevent spills and messes, no drinks can be brought into the building that do not have a screw-on top.

### **Oxford High School**

Students will be dismissed to lunch by their teachers at the appropriate time. Students are welcome to eat in the cafeteria or the courtyard. Students will not be allowed to enter the building during lunch without a note from a teacher. If needed, administrators reserve the right to change lunch seating throughout the school year. Teachers or administrators may assign lunch detention to students who will be required to sit in a designated area. Each student is expected to dispose of all trash and food upon dismissal so that the next group has clean tables at which to eat. In order to prevent spills and messes, no drinks can be brought into the building that do not have a screw-on top.

## **Care of Personal Belongings**

Students must take extra precautions to protect personal items. Books, physical education clothing, musical instruments, lunches, wallets, purses, notebooks, and other items of clothing are frequently lost, misplaced, or stolen. Students should not leave personal belongings unattended and should write their ***name on their personal belongings, including coats, bags, purses, etc.*** Frequently these items are found and will be returned to the student's possession.

Students should report any missing items to his or her teacher or the office immediately so that school personnel can assist in looking for the item.

*School staff and personnel are not responsible for lost or stolen items.*

## **Care of School Property**

We strongly encourage each student to help maintain and take proper care of school property. We strive to maintain a neat and clean school. Everyone must work to keep OSD schools free from defacement and damage.

Students must never mark nor write on walls, desks, chairs, tables, equipment or other school property. Students must avoid placing gum on walls, sidewalks, under desks, tables, and chairs. Students must never punch holes in chairs and seats, including buses. Students must not tear up the bathroom partitions, nor deliberately waste soap or paper towels.

Under normal use, the building and properties are difficult and expensive to maintain. The parent/guardian will be financially responsible for a student's intentional misuse, defacement, or destruction of school property, including but not limited to laptop devices.

## **Cell Phones**

Students will be allowed to use cell phones (headphones) at the discretion of school personnel. Cell phones may be utilized for instructional purposes at the discretion of the classroom teacher. Consequences for the misuse of a cell phone will be issued according to the nature of the infraction and in alignment to the Oxford School District Code of Conduct. The school is not responsible for lost or damaged student cell phones.

## **Changes in Course Selection**

### **Oxford Middle School and Oxford High School**

Students make course selections during the second semester of each year. The link for elective course changes will be available for a two week time period during the summer months as specified by the school. Schedule changes will be made at the discretion of the administration. **Students must attend the original class to which they were assigned until a counselor notifies the teacher of the class that the schedule change has been completed.** A class is not officially added or dropped from a student's schedule until the counselor has completed the necessary paperwork, it is signed by the principal or designee and until all teachers have been properly notified.

Guidance personnel and the administration reserve the right to make adjustments to a student's course selection provided:

1. The course is not offered
2. Course prerequisites have not been met
3. A scheduling conflict exists
4. Overcrowding occurs
5. Lack of adequate progress in an advance level course

## **Change of Home Address and Home Number**

The correct address and current telephone number of the parent/guardian is not only required by the Mississippi Department of Education, but is also vital in the event of an emergency. Parents/guardians are required to inform the district registration office in writing of a change in address. If at any time during the school year the telephone number changes, the parent/guardian must report the change to the school immediately. Changes of address will require new proofs of the current address.

## **Checking a Student Out of School**

The following procedure will be followed if a student is checked out during the school day:

The parent, guardian, or adult designee must report to the office to sign the student out. Proof of identification will be required. The office staff will contact the teacher who will send the student to the office. Students at secondary schools will not be allowed to be checked out after 3:15.

*Parents must have legal documents on file if they do not want a non-custodial parent to pick-up their student..*

If the student returns to school after checking out, he/she must report to the office with a parent and an absentee/medical excuse before going to class. The parent, guardian, or adult designee must sign the student back into school.

When a student arrives on the school campus, he/she becomes the responsibility of the school. The student must not leave campus under any circumstance without checking out in the office. A student who leaves campus without permission is subject to suspension from school.

## **College Days**

### **Oxford High School**

Sophomores are allowed two (2) college days while juniors and seniors are allowed three (3) and five (5) college days respectively during the school year for visitation to colleges. Students must make their request in writing to the principal prior to the scheduled visit. The student must submit a written statement from the college or university they have visited upon return to school. The written statement must be on the letterhead of the college that they visited. Students must be in good standing in regards to attendance, discipline, and academic performance.

## Complaints and Grievances

Teachers and administrators act *in loco parentis* (as a parent for the student) while the child is at school or involved in a school activity. There are times when the student does not agree with everything that is occurring in the classroom. If a student has questions or concerns about a teacher's actions, the student should follow these measures:

1. Students are to follow all directions from a teacher.
2. If a student disagrees with a teacher's request, he should handle the problem after class to preserve the dignity of the student and the teacher.
3. If a student is then unable to resolve a conflict with the teacher, the student should request a conference with the teacher through a counselor or administrator.
4. If this does not resolve the problem, the student's parent should arrange a conference with the teacher through the counseling office.

*Confronting the teacher in the classroom will result in a referral for disruptive or disrespectful behavior.*

## Discipline

Rules and regulations are provided so that school is safe and orderly at all times. Read the rules carefully and follow them. If you have questions, or need help, do not hesitate to talk to a teacher or administrator. Each student must make a conscious effort to be the best person and student he/she is capable of being and observe the rules of the building and the classroom. Our goal is to create self-managing classrooms where students will become self-disciplined and responsible. When a problem arises, the teachers and administrators will work with the parent/guardian to resolve it. Disciplinary actions which may be used are described in the disciplinary section below and in the OSD Code of Conduct located on the Oxford School District website.

### Secondary Schools Discipline Protocol

Classroom Level		Disciplinary Step	
Step 1	Documentation	Warning	
Step 2	Documentation	Parent Contact	
Step 3	Documentation	Complete a project assigned by teacher and/or serve lunch detention	Parent Contact

Step 4	Documentation	Office Referral	
<b>Administrator Level</b>			
Step 1	Documentation	Counseling*	Parent Contact
Step 2	Documentation	Lunch Detention*	Parent Contact and/or meeting
Step 3	Documentation	Lunch Detention, and/or Reverse Suspension** and Tier 2 Behavior Intervention implementation*	Parent Contact/ Meeting & Referral to Teacher Support Team/ Behavior Specialist
Step 4	Documentation	In School Study Program assignment (1-3 satisfactory days) and continue or modify Tier 2 Behavior Intervention*	Parent Meeting with Teacher Support Team/ Behavior Specialist

Step 5	Documentation	In School Study Program assignment (3-5 satisfactory days), Parent Meeting, Functional Behavior Assessment, Behavior Plan Implementation*	Parent Meeting with Teacher Support Team/ Behavior Specialist
Step 6	Documentation	In School Study Program assignment (9 satisfactory days), Parent Meeting, and possible referral to Oxford Learning Center*	Parent Meeting with Teacher Support Team/ Behavior Specialist

\*Consequences are subject to change at administrator's discretion.

No referral for 15 school days may result in a student moving down a step between Steps 2-6 above.

\*\*Reverse suspension requires parents/guardian to attend school with his/her student the entire school day.

Consequences for referrals may be changed at the administrator's discretion. Students with three referrals and/or behaviors of a more serious nature--including, but not limited to, fighting, disruptive behavior, disrespectful behavior towards an adult, bullying--will need administrative approval to attend extra-curricular functions such as school dances, field trips, athletic events, etc.

Any serious incident that occurs will be dealt with according to the Student Code of Conduct of the Oxford School District.

### **Bus Safety and Regulations**

Only properly enrolled students of the Oxford School District are permitted to ride a district school bus. Exceptions must be approved by the Superintendent. Please see the district [transportation page](#) for more information.

Bus passes will be issued to all students who have requested transportation from the school district. It is the expectation of the Oxford School District that students provided transportation will present their district-issued bus pass in order to ride Oxford School District buses.

Bus students must abide by a set of behavior guidelines as follows:

1. Take a seat without crowding or pushing and remain seated while the bus is in motion.
2. Never extend arms, legs, or head out of the bus.
3. Do not talk to the driver while the bus is in motion, except in an emergency.

4. Never tamper with the emergency door or any other part of the bus equipment.
5. Do not deface the bus. Any damage to the bus or seats must be reported immediately to the driver.
6. Only the driver or other authorized person may remove First Aid equipment, which is to be used only for emergency treatment.
7. Do not tamper with the fire extinguisher, which is to be used only by the driver in an emergency.
8. Do not fight or scuffle in the bus or create any disturbance.
9. Do not throw objects from the bus.
10. Do not place belongings such as books or lunch boxes in the aisle.
11. Remain seated until the bus comes to a complete stop.
12. Leave the bus only at your designated stop.
13. Leave the bus in an orderly manner.
14. If you must cross the street or highway, wait for the driver to direct you to cross, and then cross in front of the bus.
15. Do not loiter or play around a stopped or parked bus.
16. Do not enter an area set aside for bus parking or loading unless the bus is at a complete stop.

### **Bus Discipline**

Parents, school principals, and principal designees will be notified if a student violates the rules for appropriate bus conduct. The school principal (or designee) will receive a conduct referral form from the driver when a school rule is violated. The school principal (or designee) will have a conference with the student and issue a disciplinary action based on the infraction. If a student is suspended from the bus, the parents will be notified of the suspension and the duration of time for the suspension.

#### **1. Minor Bus Infractions**

- a. Loud talking and/or yelling
- b. Leaving paper and other debris on the bus
- c. Drinking or eating on the bus
- d. Not meeting bus promptly
- e. Putting any part of body outside bus window
- f. Hollering out bus windows
- g. Not staying seated in the bus seat
- h. Throwing objects out the bus window
- i. Refusing to obey driver instructions
- j. Arguing with the driver
- k. Unloading at an unauthorized stop
- l. Any action deemed by the driver to be a minor infraction

#### **2. Major Bus Infractions**

- a. Fighting or pushing
- b. Arguing with the driver

- c. Using tobacco, drugs, or alcohol
- d. Tampering with any safety device on the bus
- e. Vandalizing the bus
- f. Refusing to obey driver's instructions
- g. Any act which endangers other riders or driver
- h. Using any type of profanity

**3. Consequences for Bus Infractions**

Consequences for committing minor bus infractions may include a warning, an assigned seat, or the student may be suspended from using the bus altogether.

- a. 1st infraction..... Warning/Assigned Seat
- b. 2nd infraction.....1-day suspension of bus service
- c. 3rd infraction..... 3-day suspension of bus service
- d. 4th infraction..... 5-day suspension of bus service
- e. 5th infraction..... 10-day suspension of bus service
- f. 6th infraction ..... 90-day Bus Suspension

Students who commit a major infraction may be punished in the following manner. Any vandalism to the bus will result not only in suspension of service but the student will be required to reimburse the school district for repair of the damage. Suspension of services will not be lifted until restitution for damages has been made. Principals (or their designee) have the discretion to modify consequences if circumstances justify it.

- a. 1<sup>st</sup> infraction.....10-day suspension of bus service
- b. 2<sup>nd</sup> infraction.....90-day suspension of bus service
- c. 3<sup>rd</sup> infraction.....180-day suspension of bus service

**Interference with School Buses**

It is unlawful for any individual other than a member of the school district administration or faculty or a law enforcement official to interfere in any way with the operation of a school bus. State law prohibits unauthorized boarding of school buses or interference with passenger boarding or leaving, under penalties of fine and/or imprisonment. Additionally, consequences as prescribed by the Code of Conduct brochure may be implemented by school administrators depending upon the nature and severity of the infraction.

**Automatic Denial of Services**

If a student threatens or assaults an Oxford School District employee, charges will be filed against the student, and bus service will be denied to that student. If a student is found to possess or use drugs or alcohol; is found to possess a firearm or dangerous weapon; or if the student's parent or guardian gains unauthorized entry onto the bus, then bus service will be automatically denied. Suspension of bus service will include not only regular routes but also extra-curricular transportation. When a student is suspended from an Oxford School District bus, it means all Oxford School District school buses for transportation to school and extracurricular events. Any student found riding another bus after being suspended from a bus will lose their privilege of riding a school bus for 90 days.

### **To Reinstate Bus Service**

Before a student's access to bus transportation can be reinstated, the student must present a written request from the principal to the OSD Director of Transportation. The document is required to reinstate transportation to both school and transportation to extracurricular events.

### **To Appeal Denial of Bus Services**

An appeal of the decision to suspend a student from a bus should be directed in writing to the Director of Transportation, 224 Bramlett Boulevard, Oxford, Mississippi, 38655. The Director of Transportation will review all written requests and inform the parent of the results of the appeal.

### **Cheating/Plagiarism**

Students should not use, receive, or give unauthorized help on school related assignments. The presentation of work or ideas of another person--from any format, done intentionally or not, in whole or in part--as the student's own work is forbidden. Students suspected of "cheating" will be informed of the allegations in a private and professional manner. If it is determined beyond a reasonable doubt that the student is guilty, a zero may be issued for the assignment. The teacher may assign an alternative assignment for the student to show mastery of the standards.

If the assignment is a major grade, report, or project, a written discipline report with evidence of allegations will be submitted to the principal's office. The teacher will contact and arrange a conference with the student's parent/guardian. The final consequences will be determined by the administration.

When proof has been established that a student has been involved in cheating on a major grade the student may receive:

- A grade of zero for the assignment or test.
- A loss of membership in academic clubs or activities.
- The loss of any elected position within the Student Council.

### **Detention**

Teachers or administrators may impose detention as a disciplinary action on students for misconduct or disorder of conduct not serious enough to require other disciplinary action. The purpose of detention is twofold: (1) to serve as a minor punishment; and (2) to warn the student that an element of his/her behavior is unacceptable and must be changed.

Teacher detention will be served within three school days. Upon receiving a detention, the teacher will attempt to contact the student's parent/guardian either by phone or in writing. If an assignment is given to the student to complete during this time, the student must submit the finished assignment to the teacher to complete service of detention.

Administrative detention will be served within 3 school days. If an assignment is given to the student to complete during this time, the student must submit the finished assignment to the administrator to complete service of detention.

Lunch detention, whether assigned by teacher or an administrator, will be served during a child's normal lunch time. Students will report to a designated area to complete the lunch detention. Phones are not allowed during lunch detention.

Failure to serve a detention will result in more severe consequences.

A tardy to detention will result in the assignment of an additional detention and the student will not be allowed in the room. The student is thereby required to serve two detentions.

### **Oxford Middle School**

The only permitted activity of students in detention shall be a writing assignment. Therefore students must bring their computer. If a student reports to detention without any materials, an additional day will be assigned.

### **Dress Code**

*Code: JCDB | Adopted: August 18, 1981 | Revision: 8/10/89; 4/17/97; 7/01/02; 6/28/04; 6/26/06*  
*JCDB Dress Code for Students (updated 7/27/15)*

All students who attend Oxford School District schools are expected to respect the school community by dressing appropriately for a K-12 educational environment. Students' attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy is intended to provide guidance for students, staff, and parents.

### **Core Values**

In relation to student dress, the district's core values are as follows:

- Students should be able to dress for school in a manner that expresses their individuality as long as it does not interfere with the learning process and health and safety of themselves or other students; and
- Students should be treated equitably. Dress code should not create disparities or reinforce or increase marginalization of any individual or group.

### **Minimum Dress Requirements**

- Clothing must cover from the top of the shoulder and extend down to mid-thigh.
- Rips or tears in clothing should be lower than mid-thigh.
- See-through or mesh garments must not be worn without clothing underneath that meet the minimum dress code requirements.
- Tight fitting clothing must be covered with a garment that meets the minimum dress code requirements.
- Shoes must be worn at all times and should be safe for the school environment.

### **Additional Requirements**

- Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, or drugs.
- Clothing may not depict or imply pornography, nudity, or sexual acts.
- Clothing may not display or imply vulgar, discriminatory, or obscene language or images.

- Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, religious affiliation, or any other protected classification.
- Apparel, jewelry, accessories, or any manner of grooming that by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates for illegal or disruptive behavior is prohibited.
- *Because it is not feasible to expect students to maintain the CDC recommended physical distance of six feet at all times, face coverings will be required to enter all school buildings, in common areas, and on school buses. Students in pre-K through sixth grade will be able to remove their face coverings in their classrooms at teacher discretion. Students in seventh through twelfth grade will be required to wear a face covering at all times unless physical distancing requirements can be met.*

### **Enforcement**

- Principals are required to ensure that all staff are aware of and understand the guidelines of the dress code policy.
- Staff will use reasonable efforts to avoid addressing dress code violations in front of other students.
- Students shall not be removed from class as a consequence for wearing attire in violation of the dress code policy unless the attire creates a disruption to the educational environment, poses a hazard to the health or safety of others, or factors into a student behavior rule violation such as harassment, intimidation, or bullying.
- The consequence for the first violation of the dress code will include a parent/guardian contact or conference and the directive to cover, change, or remove non-complying attire.
- Consequences for repeated violations of the dress code policy may include but are not limited to detention, in-school intervention, community service, or loss of driving privileges. The principal or his designee will notify a student's parent/guardian of the school's response to repeated violations of the student dress code policy.

*The enforcement of the Oxford School District Dress Code Policy is solely at the discretion of the school administrators.*

*The superintendent or his designee is authorized to develop procedures in order to implement the dress code policy if needed.*

### **Drugs and Alcohol Policy**

*Code: JCDAC | Adopted: June 12, 1980 | Revision: 12/12/96, 6/28/04*

It is the position of the Board of Trustees of the Oxford School District that student use of illicit drugs and the unlawful possession and use of alcohol are wrong and harmful. Accordingly, the Board is opposed to the illegal use of drugs, narcotics, anabolic steroids, or alcoholic beverages by students on or off campus. A student shall not possess, use, transmit, or be under the influence of any illegal drug or alcoholic beverage of any kind. Use of a drug authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule; however, it shall be a violation if any student has a pill, drug, or medicine in any container that does not have the prescription label thereon. Such medication shall be kept in the nurse's office and taken under the direct supervision of the nurse or office personnel. Also prohibited is the sale or attempted sale of drugs or alcoholic beverages by seller and/or thought to be drugs by the buyer on school property or at a school function or on property used by the school with permission of the owner.

Compliance with the above requirements is mandatory. Students who violate any of these rules may be suspended or expelled from school in accordance with School Board Policy JD.

Teachers should follow the guidelines below when class atmosphere is altered because of suspected drug influence:

1. A student that cannot function productively should be identified to the principal.
2. The teacher shall identify the inappropriate behavior (ex.: falling asleep, cannot comprehend normal conversation, is unable to move correctly, etc.) .
3. Principals should follow the appropriate procedures below when student behavior is altered because of suspected drug influence:
  - a. Parents should be contacted and informed that their “child is unable to function in class.” Principals should be cautious about making specific accusations.
  - b. Principals will ask parents to pick up their child at school and when they arrive will provide them with a statement of counseling procedures. (Counseling, to include the student and the parents, will occur within seven to ten days.)
  - c. When justified by behavior or material evidence, the appropriate police authorities must be called, parents contacted, and evidence retained for police inspection.
  - d. If there is a question about the student’s physical or psychological well-being, the appropriate rescue agency should be contacted immediately.

The Oxford School District, through the D.A.R.E. program, provides fifth grade students age-appropriate drug and alcohol education and prevention programs, which address the legal, social, and health consequences of drug and alcohol use and provides information about effective techniques for resisting peer pressure to use illicit drugs or alcohol, for all students in the system. In addition to the D.A.R.E. Program, school nurses and counselors shall provide information about any drug and alcohol counseling or rehabilitation programs available to students. A copy of this policy shall be provided to all parents and students.

#### **Use of Alert Dog to Detect Illegal Drugs**

When deemed appropriate by the superintendent or principal, an alert dog may be used to detect illegal drugs upon or within the school facilities and furnishings. If the presence of drugs is indicated, the student or other person permitted to use the facility will be notified and requested to be present when the facility is opened and searched. If illegal drugs are found, an investigation will be conducted, and appropriate disciplinary action and/or legal action will be taken against the person or persons responsible for bringing and/or possessing such drugs on the campus.

#### **Expulsion**

Students may be expelled from school because his/her presence creates a clear and imminent threat to the educational process of the school or to school employees or other students, and that threat cannot be eliminated by other means. Students who may be expelled are entitled to due process.

### **Fighting**

Fighting will not be tolerated on any campus, bus, at any school-sponsored event, or on the way to and from school. Fighting is defined as an exchange of physical blows such as hitting, slapping, pushing, shoving, etc.

The penalty for being involved in a fight will be as follows:

<b>First Offense</b>	<b>3-5 day suspension from school</b>
<b>Second Offense</b>	<b>5-9 day suspension from school and possible recommendation for alternative placement</b>

All persons involved in the fight will be subject to disciplinary action, regardless of who initiated the contact. In addition to school disciplinary action, school resource officers are authorized to make arrests and to issue citations for fights occurring on school grounds.

### **Instigating a Fight**

Students who instigate a fight, but are not actively involved, subject themselves to the same penalties as those who are involved in the fight. This includes students who share rumors, encourage others to fight, or share information between students who subsequently fight. The same steps will be followed for disciplinary purposes as actually participating in a fight.

### **Intimidation and Harassment**

Students who intimidate or harass another student subject themselves to the same penalties as those who are actually involved in a fight. A student who is intimidated or harassed should report the incident to a teacher or administrator immediately. The same steps will be followed for disciplinary purposes as actually participating in a fight.

### **Failure to Leave the Scene of a Fight**

In the event a fight breaks out, students are to move away from the area of the disturbance immediately. Standing around the incident, standing on tables, standing in the aisles so as to hinder school officials, or refusing to leave the scene when asked will result in identified students being suspended from school also. Also, students who utilize mobile devices such as phones, iPods, iPads, etc. to video such fights will be subject to disciplinary action.

### **Gang Attire, Paraphernalia, and Symbols**

All visible signs of gang attire and paraphernalia are prohibited. This includes but is not limited to:

- Articles of clothing identified with gang symbols or messages
- Graffiti on books, notebooks, book covers, papers, or property
- Flashing gang signs or yelling gang slogans
- Gang related jewelry, wristbands, or headbands

Failure to abide by these guidelines will result in referral to the administrator who will take appropriate disciplinary action which could include after school detention or suspension.

### **Hazing and Harassment**

The hazing or harassment of any student, sexual or otherwise, will not be tolerated. A student who is suspected of such behavior should be immediately reported to the building administration for questioning and disciplinary action.

### **Respect of Self and Authority**

The faculty/staff will work cooperatively to insure a safe and orderly learning environment for all students. All teachers and staff members accept responsibility for all students. This includes the teachers, assistant teachers; custodial, clerical and cafeteria staff; bus drivers; counselors; administrators; as well as parents and other volunteers.

Students must respect themselves, their peers, and any adult in charge of supervision. If a student's behavior is inappropriate, the teacher or staff member closest to the student will correct him/her. Students who show blatant disrespect, rudeness, inappropriate language, or abusive behavior toward any adult may be immediately suspended from school, or assigned to the In-School Study Program, or recommended for an alternative school assignment.

### **In-School Study Program (ISP)**

Students who have exhibited a pattern of behaviors that are disruptive and disrespectful may be assigned to the In-School Study Program (ISP). The goal of ISP is to mitigate the negative impact of a single student's behavior on the learning environment of other students while also continuing to serve that student's academic needs. When students have shown a pattern of behavior that does not conform to the expectations of Oxford Secondary Schools or the Oxford School District, a period of time in ISP can be assigned.

Students assigned to ISP will report to their respective school by car or bus as usual, unless they have been suspended from bus privileges. Students will stay in a designated area and be served breakfast.

### **In-School Study Program and Activities**

Students who are serving any type of administrative disciplinary consequence (ISP or Reverse Suspension) are not eligible to attend any type of school activity. This includes dances, athletic contests, field trips, or awards programs.

### **Tardy Procedures**

Punctuality is an essential skill for success in life. Prompt arrival to school and to class is expected of all students. Late arrival disrupts class and causes loss of instructional time. Tardies are recorded per semester. There are two types of tardies: (1) arriving at school after the tardy bell and (2) being late to any class after arriving at school. A student is tardy if the student is not in class when the tardy bell rings. Oversleeping, clock failure, missed rides, etc., will not be approved tardies. Any student who arrives in class after the tardy bell sounds is considered tardy to class. The teacher will note the tardy in PowerSchool. Parents can see this on their student account.

### **Consequences for Tardiness**

1st – 5th tardy	Step 1 of Administrative Level Disciplinary Protocol
6th - 10th tardy	Step 2 of Administrative Level Disciplinary Protocol
11th - 15th tardy	Step 3 of Administrative Level Disciplinary Protocol
16th - 20th tardy	Step 4 of Administrative Level Disciplinary Protocol
21st - 25th tardy	Step 5 of Administrative Level Disciplinary Protocol
26th - 30th tardy	Step 6 of Administrative Level Disciplinary Protocol

### **Tobacco Use and/or Possession**

*Code JCDA A | Adopted: 6/12/1980 | Revised: 6/28/2004*

The possession and/or use of tobacco in any form or use of e-cigarettes or other vaped devices designated to inject nicotine or other substances is not permitted on any campus or building of the Oxford School District or at any school-sponsored activity or function, or during any school-related activity, or on a school bus or school-sponsored transportation. If a student is seen with tobacco products, school authorities will confiscate them. Violation of this rule may result in suspension from school.

### **Verbal or Physical Assault on School Personnel**

Any student who strikes or threatens to strike or harm any school district personnel or volunteer will be immediately suspended from school and recommended for expulsion.

A student who uses profane language directly or indirectly toward a staff member will be subject to suspension from school. All fights and acts of violence will be reported to the Oxford Police Department.

### **Objects Classified as Weapons**

Any student who has in his/her possession an object that would be classified as a weapon while he/she is on school grounds or is going to or from school shall be immediately suspended by the principal and may be recommended for expulsion.

*Section 97-37-17 Mississippi Code*

1. The following definitions apply to this section:
  - a. "Educational property" shall mean any public or private school building or bus, public or private school campus, grounds, recreational area, athletic field, or other property owned, used, or operated by any local school board, school, college, or university board of trustees, or directors for the administration of any public or private educational institution or during a school related activity; provided however, that the term "educational property" shall not include any sixteenth section school land or lieu land on which is not located a school building, school campus, recreational area or athletic field.
  - b. "Student" shall mean a person enrolled in a public or private school, college, or university, or a person who has been suspended or expelled within the last five (5) years from a public or private school, college, or university, whether the person is an adult or a minor.
  - c. "Switchblade knife" shall mean a knife containing a blade or blades that open automatically by the release of a spring or a similar contrivance.

- d. "Weapon" shall mean any device enumerated in subsection (2) or (4) of this section.
2. It shall be a felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine, or powerful explosive on educational property. However, this subsection does not apply to a BB gun, air rifle, or air pistol. Any person violating this subsection shall be guilty of a felony and, upon conviction thereof, shall be fined not more than five thousand dollars (\$5,000.00), or committed to the custody of the State Department of Corrections for not more than three (3) years, or both.
  3. It shall be a felony for any person to cause, encourage, or aid a minor who is less than eighteen (18) years old to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine, or powerful explosive on educational property. However, this subsection does not apply to a BB gun, air rifle, or air pistol. Any person violating this subsection shall be guilty of a felony and, upon conviction thereof, shall be fined not more than five thousand dollars (\$5,000.00) or committed to the custody of the State Department of Corrections for not more than three (3) years, or both.
  4. It shall be a misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips, and tools used solely for preparation of food, instruction, and maintenance on educational property. Any person violating this subsection shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than one thousand dollars (\$1,000.00) or be imprisoned not exceeding six (6) months, or both.
  5. It shall be a misdemeanor for any person to cause, encourage, or aid a minor who is less than eighteen (18) years old to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade, knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips, and tools used solely for preparation of food, instruction, and maintenance on educational property. Any person violating this subsection shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than one thousand dollars (\$1,000.00), or be imprisoned not exceeding six (6) months, or both.
  6. It shall not be a violation of this section for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind on educational property if:
    - a. The person is not a student attending school on educational property;
    - b. The firearm is within a motor vehicle; and
    - c. The person does not brandish, exhibit or display the firearm in any careless, angry, or threatening manner.
  7. This section shall not apply to:

- a. A weapon used solely for educational or school-sanctioned ceremonial purposes, or used in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the school authority;
  - b. Armed forces personnel of the United States, officers and soldiers of the militia and National Guard, law enforcement personnel, any private police employed by an educational institution, State Militia or Emergency Management Corps and any guard or patrolman in a state or municipal institution, when acting in the discharge of their official duties;
  - c. Home schools as defined in the compulsory school attendance law, Section 37-13-91;
  - d. Competitors while participating in organized shooting events,
  - e. Any person as authorized in Section 97-37-7 while in the performance of his official duties;
  - f. Any mail carrier while in the performance of his official duties; or
  - g. Any weapon not prescribed by Section 97-37-1, which is in a motor vehicle under the control of a parent, guardian, or custodian, as defined in Section 43-21-105, which is used to bring or pick up a student at a school building, school property, or school function.
8. All schools shall post in public view a copy of the provisions of this section.

### **Due Process**

All students have the constitutional right to due process in matters of cheating, grading, suspensions, expulsions, and any other instances that would affect their property or liberty. Due process includes: notice, hearing, and explanation. The Student Code of Conduct constitutes **notice** as required by due process. At the **hearing**, the student has the right to present his/her defense against the charges and to produce other oral testimony or written affidavits of witnesses on his/her behalf. Parents must be notified of the hearing and have the right to attend. An **explanation** of the results of the hearing and implications of the decision should be presented to the student after the hearing.

## **Emergency Drills**

Knowing what to do in times of crisis, inclement weather, and emergencies is essential. In an effort to ensure our students' safety and wellbeing in the event of an actual emergency, drills are practiced at each school. During the drills, students should:

1. Follow directions heard over the intercom.
2. Be quiet and follow instructions given by the teacher in an orderly manner.
3. Stay with the members of their class and remain in a designated area.
4. Return to the classroom only when instructed to do so.

## **E-mail Communication**

The Oxford School District has e-mail service available to each teacher and member of the administrative staff. While the district's Office of Technology continues to work hard to keep the system operational, email service is subject to many areas of unreliability. Please do not rely totally on email as a primary source of communication for timely information.

OSD may provide users with the privilege of email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If users are provided with email accounts, the account(s) should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origins; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

## **Exemptions from Exams**

### **Oxford Middle School and Oxford High School**

With *principal/teacher* approval, a student may be exempt from the final exam in any course by meeting the following criteria:

Students in grades 7-12 who exhibit personal responsibility with good attendance, behavior, and academic performance may exempt semester exams in any subject each semester. The student must maintain at least a “C” semester grade average to be eligible for a semester examination exemption in a class and have no more than the number of excused absences specified below:

“C” Average - not more than two (2) Excused absences during the semester

“B” Average - not more than four (4) Excused absences during the semester

“A” Average - not more than six (6) Excused absences during the semester

**(Medical excuses are **not** included in the days absent.)**

An exam exemption will not be allowed if any of the following occur during the semester:

- The student receives more than one form of suspension (ISS, Out of School Suspension, or Reverse Suspension)
- The student fails to meet expected growth on benchmark assessments unless he or she scores in at least the 80th percentile
- The student has an unexcused absence in the class
- The student has more than five (5) total tardies; or
- The student owes a fine.

\*Students may always choose to take the exam.

\*\*Teachers may reserve the right to give all students an exam.

## **Fee Policy**

The school board of the Oxford School District in Policy JS has authorized the charge of reasonable fees but not more than the actual cost for the following:

- Supplemental instructional materials and supplies - excluding textbooks.
- Other fees designated by the superintendent as fees related to a valid curriculum/educational objective.
- Extracurricular activities and any other educational activities of the school district that are not designated by the superintendent as valid curriculum/educational objectives such as band trips and athletic events.

## Grade Point Average (GPA) and Rank in Class (RIC)

Computation of the GPA is initially completed at the end of the student's freshman year so that eligibility for the National Honor Society can be determined. Thereafter, GPA is computed every semester. Students with a final GPA of 4.0 or higher are identified as graduating With Distinction. Students with a GPA of 3.60-3.99 are classified as graduating With Honors. All Carnegie units taken will be computed in GPA. Computation is made at the semester level using semester grades only. The formula for computing GPA is:

$$(M - N - P) \text{GPA}_r + P (\text{GPA}_h) + N (\text{GPA}_{ap})$$


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- GPA<sub>r</sub> = Regular Weight Grade Point Average
  - GPA<sub>h</sub> = Pre-Advanced Placement (Honors) Grade Point Average
  - GPA<sub>ap</sub> = Advanced Placement Grade Point Average
  - M = The actual number of semester grades the student has received or two times the minimum number of Carnegie units required for graduation at Oxford High School (whichever is less)
  - N = Two times the number of Advanced Placement Carnegie units a student has taken or 16 (whichever is less)
  - P = Two times the number of Pre-Advanced Placement (Honors) Carnegie unit a student has taken
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Regular Weight Courses	Pre-AP (Honors) Weight Courses	Advanced Placement Weight Courses
100 - 90 = 4.0	100 - 90 = 4.5	100 - 90 = 5.0
89 - 80 = 3.0	89 - 80 = 3.5	89 - 80 = 4.0
79 - 70 = 2.0	79 - 70 = 2.5	79 - 70 = 3.0
69 - 65 = 1.0	69 - 65 = 1.5	69 - 65 = 2.0
64 - 0 = 0.0	64 - 0 = 0.0	64 - 0 = 0.0

All Carnegie unit courses will be included in the Grade Point Average and Rank in Class.

Laboratory courses associated with Advanced Placement courses are not themselves considered Advanced Placement courses and therefore will receive Pre-Advanced Placement weight.

Students graduating from Oxford High School will be ranked in order of achievement. Rank in Class will be determined by the student's GPA as computed with the above formula. It will be possible to have more than one student ranked number one. (Example: three students score the same GPA. All three students will be ranked number one. The fourth student will be ranked number four.)

## **Grading**

### **Grading Scale**

100 - 90	A
89 - 80	B
79 - 70	C
69 - 65	D
64 - 0	F

## **Graduation Ceremonies**

### **Oxford High School**

#### Awards and Honors:

- To graduate With Special Distinction, a graduating senior must have a 4.0 or better GPA for the first 7 semesters of his or her high school career. Averages will be rounded from the thousandth to the hundredth place only.
- Graduating with Honors: Excluding "Special Distinction," a graduating senior who has achieved a GPA of 3.60 for the first 7 semesters of his or her high school career will graduate "With Honors." Averages will be rounded from the thousandth to the hundredth place only.
- It is required for all seniors to attend graduation practice and graduation.

#### Speakers:

- In addition to the president of the senior class and the president of the student body, the two graduating seniors with the highest GPA at the end of the 7th semester will be designated as commencement speakers. The building principal and/or the principal's designee shall approve speakers and speeches. Speeches should be turned in to the principal by the Tuesday before graduation.

#### Hall of Fame

- The Oxford High School Hall of Fame recognizes those seniors who have made the greatest overall impact to the school during their tenure at OHS. Applications will be accepted from seniors who have a 3.0 or higher GPA at the end of their seventh (7th) semester, who have participated in a minimum of six (6) activities (academic or extra-curricular) sponsored by Oxford High School, and who have been nominated by a teacher. The Oxford High School Faculty will vote for the Hall of Fame. The twelve students with the highest total points will be members of the Hall of Fame.

## **Gymnasium**

Students are to enter and utilize the gymnasium only under the supervision of a teacher/coach. Students are not to loiter inside or outside the gymnasium or enter locker rooms without permission. Only approved shoes can be worn on the playing floor. Soft drink bottles or cans and gum are prohibited from the gymnasium.

## **Homework**

Homework is one important and valuable part of the educational process and is the responsibility of students, teachers, and parents together to ensure its successful completion. Homework consists of academic or other activities assigned by the teacher to be performed primarily outside of class by a certain date and assessed by the teacher after it is performed. Homework is purposeful and directly related to the objectives of the curriculum. It should never be given as busy or filler work.

Homework should:

1. Reinforce and enhance what the student has learned that day.
2. Provide extra practice and an opportunity for better understanding.
3. Help the student develop proper study skills.
4. Encourage a student's sense of responsibility and personal accountability.

Some advanced level courses may require additional time, particularly the reading components of the courses.

## **Illness During the School Day**

If a student becomes ill during the school day, he/she should notify the teacher. The teacher will talk with the student and, if necessary, will send him/her to the school nurse. The school nurse will take care of the student until the parent/guardian arrives. If the parent/guardian cannot be reached, the name of the person on the student's emergency contact list will be contacted.

In the case of sudden illness or injury, the student will be cared for as well as possible. Every effort will be made to contact the parent or another person listed on the student's emergency contact list. If the parent/guardian cannot be reached, the family doctor or paramedic will be contacted. If warranted, the student will be transported to the emergency room at Baptist Hospital - North Mississippi. A school staff member will remain with the student until the parent/guardian arrives.

In order to decrease the spread of infection, please adhere to the following for any student returning to school after an illness:

1. Free of fever for 24 hours
2. No vomiting for 24 hours

## **Internet Usage**

Students will be required to familiarize themselves with and complete the Internet User Agreement policy form prior to accessing the Internet on any computer within the school building. Students will only be able to use the computer after the form is completed. Acceptable usage forms and information will be included during online registration.

## **Library/Media Center/Learning Commons**

The Library/Media Center and Learning Commons exists to provide students with academic, personal, and recreational media and materials. Students can request permission from their teacher to visit the library/Learning Commons during the school day. The library will be open before and after school hours.

Students are encouraged to visit the library/media center and Learning Commons to borrow books and complete school work, with the approval of a teacher and the librarian. Students are expected, however, to accept full responsibility for the book(s) or materials checked out and for the Learning Commons furniture. Students are to return materials on time and in good condition. Students must pay for a book if it is lost or damaged.

## **Loaner Computer/Ipad Use**

### **Oxford Middle School and Oxford High School**

If a student has completed a technology request and the iPad has been collected for repair, the student will be allowed to use a district loaner computer or iPad during the school day until the student's assigned iPad is returned from repair. When the iPad is returned, the student should return the loaner device to the library. If the repair was determined to be due to student negligence or misuse, a fine will be assessed by the school. Students will need to pay the fine in order to regain access to their computer. Each time a repair is necessary due to student negligence or misuse, an escalating fine will be assessed.

### **Assessment of Fees and/or Fines for Devices**

If a student encounters an issue with an Oxford School District-issued digital device, the student will complete a technology service request to the district technology office. If it is determined that students have been intentionally negligent with an Oxford School District device, the technology department will assess a fine measured by the severity of the offense. The technology department will contact the bookkeeper who will in turn contact the parent/guardian of the student utilizing the device.

#### **iPad Fine Structure**

1st occurrence: \$50

2nd occurrence: \$50

Subsequent occurrences: full repair or replacement cost

#### **MacBook Fine Structure**

1st occurrence: \$100

2nd occurrence \$200

Subsequent occurrences: full repair or replacement cost

## **Lost and Found**

Please write your child's name on his or her personal belongings. Items that are lost and found will be turned into the office. They will be kept in the office for identification. Inquiries should be directed to the school receptionist. All found items will be kept and stored temporarily. Items not claimed within a reasonable time period will be donated to a social agency.

## **Maternity**

Maternal status shall not affect the rights and privileges of students to receive a public education or to take part in any extracurricular activity offered by the school. Pregnant students shall be permitted to continue in school in all instances unless the student's physician rules otherwise. If the physician does not advise continued attendance, the principal is authorized to make special arrangements for instruction of the student and to provide an appropriate educational program. Absences incurred due to pregnancy require medical documentation from a licensed physician.

## **Make-Up Work due to Absence**

Students will be permitted and expected to make up missed work as a result of an absence. Although the absence is excused, the student will receive no credit for work missed unless it is made up. Teacher discretion will be used to determine the grade.

It is the responsibility of the student to meet with the teacher immediately upon returning to school. The teacher will work with the student to assist him/her in bringing the work up to date, and set a deadline for turning the assignments in. At a minimum, the student will have one day for each day absent to complete assignments.

**Projects that have been assigned prior to the student's absence will be turned in when due.** Tests announced prior to the student's absence must be taken on the day scheduled. For example:

If a student is absent on Tuesday, and a test was announced on Monday to be given on Thursday, the student must take the test during the regular class period on Thursday.

If a test was announced for Tuesday and the student is absent on Monday, the student must take the test on Tuesday.

A student who does not complete the assignments, take tests, or turn in a project on the assigned date will automatically receive a grade of zero (0).

## **Medication**

School personnel, with the exception of the school nurse, are not authorized to dispense medication nor administer medical treatment beyond minor first aid to students.

Any student taking any kind of medication during school hours must have written permission from a doctor or medical professional and parental permission on file in the school office. These forms may be obtained from the school nurse. Students must leave all medications with the school nurse. Sharing medicines of any kind with another student is strictly forbidden and may result in disciplinary action.

## **Movement in Hallways**

Students must remain in class and will not be allowed out of the classroom during class time. If there is an emergency, the teacher will give the student a pass. No student shall be in the hall without a valid pass. The student must present the pass to any teacher/staff member upon request. Students absent from class without a valid pass will be considered truant. Anytime a student is in the hall, he/she should walk on the right side of the hallway. Congregating in groups, walking several abreast, and loitering block the normal flow of traffic and must be avoided. Students must keep moving while in the hallway.

## **Office Procedures**

The school office is for business only. A student entering the office should give the receptionist his/her name, the person he/she desires to see, the nature of the business, and take a seat. The receptionist will direct the student to the appropriate office. At times, it will be impossible for an administrator to see the student. The student will be asked to return to class and wait for the receptionist to send for him/her. Students are not to loiter in the office.

A student in the office for misbehavior must wait until he/she has been seen by an administrator. Failure to report to the office immediately, or leaving the office without permission, will result in additional punishment.

Students are expected to be professional and business-like while in the office. A student who is loud, disruptive, or displays abusive language in the office will be automatically assigned to in-school suspension or out-of-school suspension.

# One to One Digital Behavior Rubric

Oxford School District Behavior Rubric - 1:1 Digital Learning Initiative					
	<b>Behavior Rubric</b>	<b>1st Consequence</b>	<b>2nd Consequence</b>	<b>3rd Consequence</b>	<b>4th Consequence</b>
1					
2	<b>Unprepared for learning including but not limited to:</b> Laptop not in class; battery uncharged; missing accessories	Warning Parent contact Consistent w/OSD Code of Conduct	Teacher consequence Parent contact Consistent w/OSD Code of Conduct	Administrative or Teacher detention Parent contact Loss of School privileges Consistent w/OSD Code of Conduct	<b>Either / and / or:</b> Multiple before/after school detention(s) Suspension Restriction of technology privileges Parent conference Consistent w/OSD Code of Conduct
3	<b>Refusal to follow directions including but not limited to:</b> On computer without permission; off-task computer work; online/on sites without permission	Teacher consequence Parent contact Consistent w/OSD Code of Conduct	Teacher consequence Parent contact Possible restriction of technology privileges Consistent w/OSD Code of Conduct	<b>Either / and / or: School</b> detention(s) Restriction of technology privileges Parent contact Loss of School privileges Consistent w/OSD Code of Conduct	<b>Either / and / or:</b> Multiple before/after school detention(s) Suspension Restriction of technology privileges Parent conference Consistent w/OSD Code of Conduct
4	<b>Reckless / damaging care of laptop / accessories including but not limited to:</b> Carrying laptop outside of case; eating/drinking near laptop; decorating/defacing laptop; vandalizing laptop	<b>Either / and / or:</b> Teacher consequence; Item replaced or damage restitution made; Parent contact; Possible police notification Consistent w/OSD Code of Conduct	<b>Either / and / or:</b> Teacher consequence Item replaced or damage restitution made Parent contact Possible police notification Consistent w/OSD Code of Conduct	<b>Either / and / or:</b> Teacher consequence Item replaced or damage restitution made Restriction of technology privileges Loss of School privileges Parent contact Possible police notification Consistent w/OSD Code of Conduct	<b>Either / and / or:</b> Multiple School detention(s) Item replaced or damage restitution made Suspension Restriction of technology privileges Parent conference Possible police notification Consistent w/OSD Code of Conduct
5	<b>Violation of Responsible Use Policy including but not limited to:</b> Recording sound, picture, Video on school grounds without permission/facilitation by faculty; violation of copyright laws; use of and/or viewing obscene, profane, lewd, inflammatory, threatening, disrespectful language or images; causing damage or disruption; engaging in personal attacks, use of false or defamatory information; downloading, installing or using of unauthorized software, sharing/accessing passwords, access codes, etc; use of someone else's name, account,	<b>Either / and / or:</b> School detention(s) Administration contacts parents/guardians Restriction/removal of technology privileges Possible police notification Consistent w/OSD Code of Conduct	<b>Either / and / or:</b> Multiple before/after school detention(s) Suspension Administration contacts parents/guardians Parent conference Restriction of technology privileges Possible police notification Consistent w/OSD Code of Conduct	<b>Either / and / or:</b> Suspension(s) Parent contact Restriction of technology privileges Loss of school privileges Possible police notification Consistent w/OSD Code of Conduct	<b>Either / and / or:</b> Out-of-School Suspension Parent conference Restriction of technology privileges Possible police notification Consistent w/OSD Code of Conduct

## Parent/Teacher/Student Conferences

Teachers welcome the opportunity to meet parents/guardians to discuss their student's academic progress. Please call the counselor or teacher at your child's school to set up an appointment. A list of school counselors can be found in the opening pages of the handbook.

## Photographs/Video

Photographs of all students will be included in our school yearbook. Also, photographs and video of students may appear in our school newspaper, magazine, website, broadcast journalism stories, and other school publications unless consent is denied by a parent/guardian.

## **Posters, Signs, and Survey Procedures**

Prior to being displayed on campus, all posters, signs, and/or announcements must be approved by an administrator. The responsible party should remove posters and signs in a timely manner. Surveys from outside publications for educational purposes that require student participation require parental permission. All surveys must have prior approval of the school administration.

## **Promotion and Retention Policy (Code: IHE)**

The Oxford School District Board of Trustees has adopted a student promotion and retention policy that incorporates minimum standards mandated by the State Board of Education and provides a progression through the grades of the Oxford School District. In addition, in order to be promoted, students must meet minimum attendance standards as stated in Oxford School Board Policy *JBA (School Compulsory Attendance)*.

## **Proper Chain of Command Actions Concerning Your Child**

Teacher > Principal > Superintendent > School Board

Coach > Athletic Director > Principal > Superintendent > School Board

Special Ed. Teacher > Principal > Special Ed. Director > Superintendent > School Board

## **Release of Student Information**

The policy of the Oxford School District is to recognize achievements and honors which students earn. Oxford School District is regularly called upon to release directory information for student recognition. This information may include the following: the student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, degrees and awards received, the most recent previous educational institution attended by the student, and other similar information. Should a parent/guardian have objections to the release of directory information on a child being included in press releases, directories, official school rosters, honor roll lists, awards day programs, school publications, and the like, the parent or legal guardian should contact the principal within thirty (30) days of the first official school day of the year.

## **Residency**

For a child to attend Oxford School District, parents/legal guardians must be able to provide residency verification. Parents should consult the [Oxford School District website](#) for descriptions of required proofs of residency.

## **School Sponsored Events and Athletics**

The Mississippi High School Activities Association holds respective schools responsible for the conduct of each person in attendance at both home and away athletic events. Students are expected to exhibit the traits of good sportsmanlike conduct at all athletic events. Booming, the use of profanity, and other acts of unsportsmanlike conduct will not be tolerated.

## **Student Bullying**

Students and employees in the Oxford School District are protected from bullying and harassing behavior, whether on or off campus, by other students or employees. Bullying and harassing behavior is a pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that a) places a student or school employee in actual or reasonable fear of harm to his/her person or damage to his/her property, or b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits.

To report a suspected incident of bullying please utilize the [bullying reporting form](#) found on the district website.

## **Student-Teacher Relationship**

We hope for and expect our students and teachers to have a very positive working relationship. If, however, a student feels mistreated, he/she should comply with the teacher's instruction and then arrange to see an administrator. The administrator will work with the teacher and student to resolve the matter.

## **Student Nomination Qualifications**

Students nominated for an elected position (senior superlatives, class officers, homecoming and prom courts, etc.) at Oxford Secondary Schools must receive administrative approval before being placed on a ballot.

## **Student Parking**

### **Oxford High School**

Student parking at Oxford High School is a privilege and not a right. All students driving through or on campus to park are subject to the Random Drug Testing Policy. All students must complete the online registration, and final approval is left up to the school administration. Students with a history of absenteeism and tardiness can be denied parking privileges, and all fees and fines must be paid. Freshmen will not be allowed to park on campus. Violators of the parking policy are subject to being towed.

The following rules/regulations will be strictly enforced. These rules are for the safety and welfare of all students and faculty at OHS. Parking permits must be displayed at all times. NOTE: If a student drives more than one car, he/she must have a parking permit slip filled out and on file for each car.

### **The following offenses (not all inclusive) can cause a student to lose his/her driving privileges:**

- Unauthorized Absence (Skipping)
- Leaving school grounds without permission (i.e., leaving for lunch)
- Excessive office referrals for discipline (any violation)
- Possession of drugs, drug paraphernalia, alcohol, or weapon on campus
- Parking in an unauthorized parking space or area
- Excessive tardies to school and/or class

- Outstanding school fees or fines
- Poor academic performance
- Any other offense that the principal reasonably deems appropriate

## **Students and the Substitute Teacher**

Courtesy to substitute and student teachers is one of the most effective ways to build good school-community relations. Students should treat the substitute and student teachers as they would a guest in their home. Students are expected to be cooperative and respectful. All substitute teachers are employees of the Oxford School District.

## **Tdap**

### **Oxford Middle School**

Students entering the 7th grade must have received the Tdap vaccination as required by the Mississippi Department of Health. These forms must be up-to-date and submitted to the Oxford Middle School nurse.

## **Telephone**

Students will be allowed to use the telephone in the front office for emergency reasons only (ex. illness, injury, or ride home). Students must be given permission by school personnel before making a call. Abuse of the telephone may result in the monitoring of all calls.

## **Transcripts**

Seniors will be given a form to complete in May to have their respective transcripts sent to the colleges or employers of their choice. Transcripts and all other school records are carefully controlled under the provisions of the Family Rights and Privacy Act. A final transcript will be mailed after graduation.

## **Transfer of Records**

In accordance with the Family Education Rights and Privacy Act (FERPA), the written consent of the transferring student is not required and school records will be forwarded promptly upon request to the school in which a student plans to enroll. The cumulative folder follows the student and may not be held for any reason, including fees and fines owed to the school.

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interests;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

## **Visitors**

Parents and other visitors are always welcome at Oxford Schools. Because of campus security, all visitors are asked to report directly to the office. Visitors may be asked to present a driver's license or valid ID as a part of the visitor check-in process. The office staff will direct visitors to sign-in utilizing LobbyGuard. LobbyGuard will print a visitor's badge.

## **Weather Closings**

In the event of inclement weather that could cause schools to close, please refer to the OSD website and social media sites. Parents will also receive an automated call from the district.

## **Withdrawal from School**

The parent/guardian should meet with or call the school counselor or records clerk at least two (2) days prior to the actual date of withdrawal. A withdrawal form will be completed. Books, laptops, computer cords, and fines will be collected before withdrawal paperwork is released. The new school will request the student's cumulative records and all documents will be forwarded accordingly.