

# Oxford School District Elementary Student Handbook (PK-4) 2020-2021

## Our Mission

Empowering all students to become confident and creative builders of the future.

## Our Vision

A bold, innovative, and continually improving district; understanding today to prepare students for tomorrow.



Bramlett Elementary School  
Central Elementary School  
Della Davidson Elementary School

The Oxford School District Board of Trustees in accordance with board procedure may revise any policy contained herein. Any such revision duly approved will supersede the policies contained in this handbook.

Dear Parents and Students,

Welcome to the Oxford School District. On behalf of the Board of Trustees, faculty, and staff, we invite you to visit our school district and discover the many programs and offerings for our students. We serve almost 4,600 students and as a district we have a proud tradition of excellence that begins and ends with our most valuable resources: our teachers, support staff, students, and parents. Oxford is a special place to live and we are fortunate to live in a community that places the highest of value on education. Our goal is to empower all students to become confident and creative builders of the future. We ask that you partner with us as we strive to meet that goal.

The teachers, support staff and Board of Trustees are committed to helping students achieve at their highest levels. Students are encouraged to take advantage of the staff's unwavering commitment to their achievement and couple it with their own hard work, persistence, and good attendance to reach their highest potential.

Parents, we ask that you work with our teachers in providing the best possible atmosphere for student success by talking with your children and their teachers on a regular basis. If you encounter any problem or concern that cannot be resolved by your child's teacher or principal, please feel free to contact me at 662-234-3541 or by emailing me at [bharvey@oxfordsd.org](mailto:bharvey@oxfordsd.org). Additionally, if you have thoughts about how we can continue to improve as a school district, please do not hesitate to contact me.

I look forward to working with you during the coming year.

Sincerely,

A handwritten signature in black ink, appearing to read 'BHarvey', written in a cursive style.

Brian Harvey  
Superintendent  
Oxford School District

Dear Parents:

On behalf of the faculty and staff at Bramlett Elementary School, Central Elementary School, and Della Davidson Elementary School, we would like to welcome you to the new school year! Whether you and your child are joining the Oxford School District for the first time or you are a veteran parent with children in multiple schools, the beginning of the school year is a time filled with the excitement and anticipation of new teachers, new friends, and new opportunities for learning.

As an Oxford School District parent, you are a partner in your child's education. We encourage you to participate in your child's learning experience through school sponsored activities, classroom projects, and PTO events. Our goal is to provide you with ongoing information concerning your child's education. This handbook is designed to provide basic information that will be useful throughout the school year.

We want you to feel connected to our elementary schools and welcome the opportunity to meet with you to discuss how we can make our schools the best they can be. You are vital to the success of our students and we want to get to know you! You will be invited to several informal gatherings, coffee with the principal, and formal meetings throughout the school year. We encourage your participation and look forward to building a relationship with you and your children.

Respectfully,



Keri Jo Sapp  
BES Principal



Cindy Bigham  
CES Principal



Marni Herrington  
DDES Principal

## BRAMLETT ELEMENTARY SCHOOL

[www.oxfordsd.org/bes](http://www.oxfordsd.org/bes)

225 Bramlett Blvd.

Office: 234-2685

Fax: 236-2775

Principal	Keri Jo Sapp	<a href="mailto:kjsapp@oxfordsd.org">kjsapp@oxfordsd.org</a>
Assistant Principal	Chase Goolsby	<a href="mailto:cbgoolsby@oxfordsd.org">cbgoolsby@oxfordsd.org</a>
Counselor	Linda Vaughn	<a href="mailto:lvaughn@oxfordsd.org">lvaughn@oxfordsd.org</a>
Receptionist	Deleah Johnson	<a href="mailto:djgillom@oxfordsd.org">djgillom@oxfordsd.org</a>
School Nurse	Elizabeth Still	<a href="mailto:destill@oxfordsd.org">destill@oxfordsd.org</a>

## CENTRAL ELEMENTARY SCHOOL

[www.oxfordsd.org/ces](http://www.oxfordsd.org/ces)

409 Washington Ave.

Office: 234-3497

Fax: 236-7942

Principal	Cindy Bigham	<a href="mailto:csbigham@oxfordsd.org">csbigham@oxfordsd.org</a>
Assistant Principal	Shane Stone	<a href="mailto:sstone@oxfordsd.org">sstone@oxfordsd.org</a>
Counselor	Amy King	<a href="mailto:aking@oxfordsd.org">aking@oxfordsd.org</a>
Receptionist	Kathy Herbert	<a href="mailto:kherbert@oxfordsd.org">kherbert@oxfordsd.org</a>
School Nurse	Renee Gurley	<a href="mailto:rgurley@oxfordsd.org">rgurley@oxfordsd.org</a>

## DELLA DAVIDSON ELEMENTARY SCHOOL

[www.oxfordsd.org/ddes](http://www.oxfordsd.org/ddes)

209 Commonwealth Blvd.

Office: 236-4870

Fax: 236-4874

Principal	Marni Herrington	<a href="mailto:mherrington@oxfordsd.org">mherrington@oxfordsd.org</a>
Assistant Principal	Patches Calhoun	<a href="mailto:pcalhoun@oxfordsd.org">pcalhoun@oxfordsd.org</a>
Counselor	Nancy Maxwell	<a href="mailto:nmaxwell@oxfordsd.org">nmaxwell@oxfordsd.org</a>
Receptionist	Yulanda Bishop	<a href="mailto:ybishop@oxfordsd.org">ybishop@oxfordsd.org</a>
School Nurse	Cindy Finn	<a href="mailto:cafinn@oxfordsd.org">cafinn@oxfordsd.org</a>

# OXFORD SCHOOL DISTRICT

224 Bramlett Blvd.

Office: 234-3541

Fax: 232-2862

WEBSITE:

<http://www.oxfordsd.org>

Superintendent	Brian Harvey	<a href="mailto:bharvey@oxfordsd.org">bharvey@oxfordsd.org</a>	234-3541
Assistant Superintendent	Bradley Roberson	<a href="mailto:wbroberson@oxfordsd.org">wbroberson@oxfordsd.org</a>	234-3541
Director of Personnel, Operations, and Planning	Douglas Cromwell	<a href="mailto:dfcromwell@oxfordsd.org">dfcromwell@oxfordsd.org</a>	234-3541
Assistant Curriculum Director	Kathy Howington	<a href="mailto:kbhowington@oxfordsd.org">kbhowington@oxfordsd.org</a>	234-3541
Director of Early Childhood and Reading Development	Tamara Hillmer	<a href="mailto:thillmer@oxfordsd.org">thillmer@oxfordsd.org</a>	234-3541
Federal Programs and Student Registration	SuzAnne Liddell	<a href="mailto:sliddell@oxfordsd.org">sliddell@oxfordsd.org</a>	234-3541
Director of Technology	Mike Fortenberry	<a href="mailto:mfortenberry@oxfordsd.org">mfortenberry@oxfordsd.org</a>	236-7948
Director of Special Education	Pat Austin	<a href="mailto:peaustin@oxfordsd.org">peaustin@oxfordsd.org</a>	234-3541
Director of Child Nutrition	Daniel Westmoreland	<a href="mailto:dwwestmoreland@oxfordsd.org">dwwestmoreland@oxfordsd.org</a>	236-1079
Director of Student Assessment	Duncan Gray	<a href="mailto:dmgray@oxfordsd.org">dmgray@oxfordsd.org</a>	234-3541
Director of School Services	Sonny Brownlee	<a href="mailto:sbrownlee@oxfordsd.org">sbrownlee@oxfordsd.org</a>	236-1079
Athletic Director	Mike Martin	<a href="mailto:mfmartin@oxfordsd.org">mfmartin@oxfordsd.org</a>	234-3541

# OXFORD SCHOOL DISTRICT BOARD OF TRUSTEES

S. Ray Hill, III, President  
Romana Reed  
Denny Tosh  
Carter Myers  
Betsy Smith

## DIRECTORY OF SCHOOLS

### Bramlett Elementary School

Pre-K, Kindergarten  
225 Bramlett Blvd.  
234-2685

### Central Elementary School

Grades 1 - 2  
409 Washington Ave.  
234-3497

### Della Davidson Elementary School

Grades 3 - 4  
209 Commonwealth Blvd.  
236-4870

## SCHOOL HOURS

<b>School</b>	<b>Begin</b>	<b>End</b>
Bramlett Elementary School	7:40	2:35
Oxford Elementary School	7:40	2:35
Della Davidson Elementary School	7:40	2:35

## Welcome to Oxford School District

The faculty/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 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, polices and procedures outlined in the Oxford School District Return to Learn Plan and specific school plans supersede the Oxford School District Elementary Handbook.*

# PROVISIONS OF STUDENT HANDBOOK

## AFTERNOON DISMISSAL

### Bus Riders

The following procedures will be used for afternoon bus dismissal:

1. Students will be dismissed from the classroom to go directly to a designated location.
2. Teachers will monitor students while waiting to board buses.

### Car Riders

The following procedures will be used for afternoon car rider dismissal:

1. There will be designated stations for cars to stop.
2. An appointed teacher will call the names of students in the building via walkie talkie to go in an orderly manner to their cars.
3. Students will sit quietly and listen for their names to be called for dismissal.
4. Students must be picked up by 3:00 pm at the latest.

**All cars must have a school-issued car rider ID visible in the windshield. If the parent does not have the sign, he/she must come into the office to sign his/her child out.**

## ARRIVAL TO SCHOOL

We want to teach all our students to become as independent and responsible as possible and allow teachers to begin class promptly without interruption. For those reasons, we ask that parents/guardians avoid escorting their child to class. If you need to go to your child's classroom for any reason, you will need to request a visitor's pass from the school office. Students are expected to be in the classroom, seated and ready for instruction at 7:40 a.m. Parents may drop students off in the morning beginning at 7:00 a.m. in the car rider line. Students who eat breakfast at school will go directly to the cafeteria. Adults are on duty in the cafeteria and assigned areas to supervise all students. Students entering the building after 7:40 a.m. must be accompanied by an adult and must be signed in at the office.

## 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 above 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 deface the property in any manner, talk loudly, are rude and disrespectful to teachers or presenters, or disrupt the program in any manner will be removed from the activity and disciplined.

## **ASSIGNMENT BOOK**

Each student will be provided an assignment book or folder, which will be brought home every night. Students will record their daily homework assignments. Parents are asked to check this book/folder each day.

## **ATTENDANCE POLICY**

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 8/22/2016)

A student should adhere to the following attendance policy to assist in the earning of credit or promotion to the next grade in grades K-6:

- must be present one hundred sixty (160) days for a full year course (maximum twenty (20) absences)

***A student is considered absent for the entire day if that student is absent for more than thirty-seven percent (37%) of the instructional day.***

## **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.

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.

### **ATTENDANCE POLICY APPEAL PROCEDURES**

Once a student has exceeded the 20 days absent, he/she may not be promoted to the next grade level. The student will automatically be referred to the Teacher Support Team (TST). Parents are encouraged to provide additional information regarding the reasons for absences. The appeals process is as follows:

- 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 TST. The TST 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 TST. 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.
- Upon completion of the review, the parent/legal guardian will be notified of the decision.

### **AUTOMATED CALLING SYSTEM**

The Oxford School District uses an automated calling system on occasion to notify parents/guardians of important information. For this reason, it is very important that you provide us with a current phone number. Please call your school’s office to update this information in PowerSchool.

### **BEHAVIOR**

Self-control and good citizenship are the main objectives of good discipline. Good citizenship will be reinforced through pupil and staff discussion, reasonable and appropriate guidelines, and self-control. If rules are disregarded, appropriate action will result through teacher and/or principal involvement. The Code of Conduct is published as a separate document on the Oxford School District website.

## **BUSES**

Only properly enrolled students of the Oxford School District are permitted to ride an Oxford school bus. Exceptions must be approved by the Transportation Department.

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 SAFETY AND REGULATIONS**

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 moving.
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.

### **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
- f. Putting any part of body outside bus window
- h. Not staying seated in the bus seat
- i. Throwing objects out the bus window
- j. Refusing to obey driver instructions
- k. Arguing with the driver
- l. Unloading at an unauthorized stop
- n. Any action deemed by the driver as a minor infraction

### **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

### **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. 1st infraction.....10-day suspension of bus service
- b. 2nd infraction.....90-day suspension of bus service
- c. 3rd 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.

## **CAFETERIA**

Breakfast is free for all students and is served each morning from 7:00 a.m. until 7:40 a.m. The cost for lunch is \$3.00 per day. Parents are encouraged to pay for lunch by the week or month. Payments can be made on the My School Bucks website/app. You can go to the following link to set up an account: <http://www.oxfordsd.org/Page/6773>. All checks should be made payable to the school's cafeteria.

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 from the front office. After signing in, the parent must wait in the lobby area to meet his or her child or wait in the cafeteria at the Parent Table. The parent may then have lunch with his or her child at the Parent Table only. No other students 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 checkout in the office and exit the building.

Commercial outside food will not be permitted in the cafeteria unless the adult who brings the lunch stays and eats with the student. If a student forgets a packed lunch from home, the forgotten lunch must be brought to the school prior to 10:00 a.m. or he/she is always welcome to eat from the cafeteria. However, parents are welcome to bring a lunch and stay to eat with their child. We will make accommodations for a student who needs to eat in the cafeteria, but does not have lunch money in his/her account. Payment can be made at a later time.

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.

### **Cafeteria Procedures**

Students are expected to follow the cafeteria rules and procedures.

1. Students will be accompanied to the cafeteria by their teacher or teacher assistant.
2. Students will stand in a single file line leaving the doorways clear.
3. Classes will be assigned to a designated table in the cafeteria.
4. After students have gone through the line, they will not be allowed to go back for other items.
5. Students will be reminded to exhibit appropriate table manners – keeping food on trays, cleaning up, and refraining from handling other students' food.
6. Students may not share their food with others.
7. Teachers will sit with their class in the cafeteria.
8. Students must have their teacher's permission to leave the cafeteria.

## **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 student's intentional misuse, defacement, or destruction of school property, including but not limited to laptop devices.

## **CELL PHONES/MOBILE DEVICES**

Cell phones and mobile devices should not be powered on during the school day unless authorized by the teacher for an instructional purpose. Any unauthorized use will result in a referral to an administrator.

## **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 or telephone number. If at any time during the school year, the address or telephone number changes, the parent/guardian must report the change to the registration office immediately. Changes of address will require new proofs of the current address.

## **CHECKING A STUDENT OUT OF SCHOOL**

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 elementary schools will be not be allowed to check out after 2:00 p.m. Early checkout from school is strongly discouraged since early checkouts count toward absences (see **ATTENDANCE**). If a student checks out early and this results in the student missing more than 37% of the instructional day, this would count as an absence for the entire day. Refer to the [School Attendance policy](#) for the specific times, which constitute 63% of the day. In addition, teachers teach until dismissal and it is important for your child to be present during instructional time.

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.

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

## **COMPETITIONS**

Teachers will provide various opportunities for students to engage in competitions such as reading fair, science fair, and others. Students who participate in these events must fully complete all registration packets and requirements prior to the events or competitions to be considered a participant.

## **CURRICULUM**

The Oxford School District has implemented the Mississippi College and Career Readiness Standards, a state-led initiative to establish a set of educational standards for kindergarten through 12th grade in English Language Arts and Math. These learning goals outline what a student should know and be able to do at the end of each grade. The standards are designed to ensure that students graduating from high school are prepared to enter college programs or enter the workforce. The standards are written to ensure that parents, teachers, and students have a clear understanding of the expectations in reading, writing, speaking and listening, language and mathematics. To learn more about the Mississippi College and Career Readiness Standards, click on the following link: [Mississippi Department of Education](#).

## **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.

## **DRESS CODE**

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 meets 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**

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 registered 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-medical well being, the appropriate rescue agency should be contacted immediately.

The Oxford School District, through the D.A.R.E. program, provides age-appropriate, developmentally based drug and alcohol education and prevention programs, which address the legal, social, and health consequences of drug and alcohol use and provide 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 rehabilitation programs available to students. A copy of this policy shall be provided to all parents and students.

## **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 in the event of an actual emergency, drills are practiced at each school. During the drills, students should:

Follow directions heard over the intercom.

Be quiet and follow instructions given by the teacher in an orderly manner.

Stay with the members of their class and remain in a designated area.

Return to the classroom only when instructed to do so.

## **EXPULSION**

A student 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.

## **FIELD TRIPS**

Field trips are extensions of the educational program that expand and reinforce concepts learned in class. Students are encouraged to take field trips. All field trips must be associated with an educational objective. Prior to taking the field trip, parents must complete an Oxford School District Student Field Trip Form. If a student leaves from a field trip with a parent, the parent must check with their child's teacher and sign a release prior to leaving the field trip.

## **GIFTED EDUCATION (INSIGHTS)**

The Oxford School District strives to provide a challenging, qualitatively different educational experience directed to the unique needs of intellectually gifted students in grades 2-6. Intellectually gifted children are those who are found to have an exceptionally high degree of intelligence as documented through the gifted identification process. A parent, teacher, counselor, administrator or student may make referrals to the gifted program. For more information, contact Kathy Howington at the district office, 234-3541.

## **GRADING**

Pre K-fourth grade students are assessed according to standards-based proficiency scales.

## **GUIDANCE OFFICE**

The guidance office is responsible for counseling students, arranging conferences with parents, registering and withdrawing students, maintaining student records, recording attendance, preparing student schedules, administering standardized tests, and referring students and family to agencies as appropriate. If you need to speak to a counselor concerning your child, please call the school office.

## **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.

## **HOMEWORK**

Homework may be assigned to enhance classroom instruction.

## **ILLNESS**

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 the student 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 be familiar with the district's [Responsible Use of Technology Policy](#) prior to accessing the Internet on any computer in the building.

## **LITERACY-BASED PROMOTION**

Passed during the 2013 Mississippi Legislative Session, the Literacy-Based Promotion Act places an emphasis on grade-level reading skills for students, particularly as they progress through grades K-3. Beginning in 2018-2019, a student scoring below a level 3 in reading on the established state assessment for 3<sup>rd</sup> grade will not be promoted to 4<sup>th</sup> grade unless the student meets the good cause exemptions for promotion stated in the law.

## **LOST AND FOUND ITEMS**

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.

## **MEDIA CENTER GUIDELINES**

Students are expected to observe all rules and regulations when using the media center.

- Students are to be quiet and courteous, return all materials on time to the proper places, be careful with media items, and ask for help from the librarian/librarian assistant when needed.
- Students who plan to use the media center before school or during lunch must obtain prior permission from the librarian or librarian assistant.
- Students who have outstanding damage fees or lost materials may lose the privilege to use the media center. Students must pay for lost or damaged books before final grades are issued.

## **MEDICATIONS**

All medications (both prescription and over the counter) must be presented to the school nurse by the parent/guardian in the original container with the student's name, date and name of medication. If there are any discrepancies, the medication cannot be administered. Certain medications may not be dispensed without a doctor's orders. All medication will be dispensed in the nurse's office unless students are on a field trip. Parents may come to school to administer medicine in the nurse's office. All dispensation of medicine will be recorded and the person dispensing the medicine will initial the daily log sheet. Inhalers and Epi-Pens are the only types of medication which may be carried by a student on his/her person at school. The Prescription Medication Permission Form (SHS-1) must be updated at the beginning of the school year or whenever there is a change in medication or dosage.

## **MONEY/PERSONAL ITEMS**

Students are encouraged to bring only items that are necessary for school and school related activities. Excessive amounts of money should be left at home. It is the student's responsibility to keep up with all money and personal items. Adults in the building are not responsible for money or personal items.

## **MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)**

Oxford School District has standardized procedures to ensure that:

- all students are provided an opportunity to succeed in the regular education program, and
- all students receive a free and appropriate public education.

MTSS is a vehicle through which assistance can be requested for any student who is "at risk" of not succeeding. The primary purpose of the MTSS team is to assess students' needs and design instructional/behavioral interventions and strategies for those students who demonstrate learning and/or behavior problems that interfere with their success in the classroom and in the school environment. The team reviews and utilizes all of the possible resources within the school and/or district to meet the needs of the student. The team may also review the needs of "at risk" students on a school-wide and/or grade-level basis and develop instructional interventions and strategies in order to more effectively assist students and improve student achievement. The standardized

procedures and process will be utilized throughout the school year to resolve issues, problems, or concerns related to the performance of students as identified by teachers, parents, guardians, and administrators.

It is the policy of the Oxford School District that the referral of a student to the District Local Survey Committee (LSC) to begin the State of Mississippi's process for determining the eligibility of a student for special services under the provision of the Individuals with Disabilities Education Act (IDEA) should only be considered after the appropriate instructional variations and interventions have been implemented in the regular classroom and the student continues to be "at risk" or if the student is obviously disabled.

## **NON-CUSTODIAL PARENTS**

The district will comply with any court order relative to custody. A copy of the court order must be brought to the office to be included in the child's permanent record.

## **PARENT CONFERENCES**

Parents are encouraged to schedule parent conferences to discuss a student's academic performance, social behavior, and special needs. Parent/teacher conferences must be scheduled so that the instructional part of the day is not interrupted and should be arranged by appointment during the times set aside each day (which may include before or after school or during a teacher's planning period). Parents may contact the teacher or the counselor to schedule a conference.

## **PARENT TEACHER ORGANIZATIONS (PTO)**

It is through working together that we can best meet the needs of our students; therefore, all parents are encouraged to join the parent/teacher organization at your child's school. Each school's website has a link for PTO Information.

## **PHYSICAL EDUCATION**

Students will receive a minimum of 150 minutes of appropriate physical activity each week. Parents should ensure that their child is dressed appropriately for outdoor recess.

## **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.

## **POWERSCHOOL ONLINE GRADE BOOK**

Parents will have computer access to their child's grades and attendance through the online grade book. Instructions and log-in information will be sent home to parents after the start of school.

## **PROGRESS REPORTS**

Progress reports for students in grades Pre K-4 will be issued at the end of each nine week period.

## **PROMOTION AND RETENTION**

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

## **REPORT CARDS**

Report cards for students in grades Pre K-4 will be sent home at the end of the school year. Notification of fees owed will be sent with the final report card.

## **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.

## **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 and 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 alternate educational setting.

## **SALES**

Students cannot sell goods or services for personal gain or benefit nor sell goods or services for non-school related organizations on school property. All fundraisers must be approved by administration.



## **SCHOOL INSURANCE**

The Oxford School District provides student accident insurance through Bollinger, Inc. if a student is injured on-site. The school nurse will provide needed documentation to cover expenses not otherwise covered by insurance. Please contact your school nurse for further details.

## **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. Booring, the use of profanity, and other acts of unsportsmanlike conduct will not be tolerated.

## **STATEMENTS OF COMPLIANCE**

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

### **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records and gives parents certain rights with respect to their children's education records. For more information, contact Bradley Roberson, Assistant Superintendent, at 234-3541.

### **Title IX, Education Amendments of 1972**

The Oxford School District does not discriminate on the basis of gender in its employment practices, educational programs, or activities. Any parent, employee, or student who has knowledge of such discrimination or who has experienced or is experiencing sexual harassment or discrimination should contact Bradley Roberson, Assistant Superintendent, at 234-3541.

### **Section 504 of the Rehabilitation Act of 1973 and IDEA**

The Oxford School District does not discriminate on the basis of a disability in its employment practices, educational programs, or activities. Any parent, employee, or student who has knowledge of such discrimination or who has experienced or is experiencing discrimination on the basis of a disability should contact Latonya Robinson, 504 coordinator, at 234-3541.

### **Title VI of the Civil Rights Act of 1964**

The Oxford School District does not discriminate on the basis of race, color, or national origin in the provision of educational programs and services. For further information, contact Bradley Roberson, Assistant Superintendent, at 234-3541.

## **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.

## **STUDENT CODE OF CONDUCT**

A copy of the Oxford School District Student Code of Conduct is available on the Oxford School District website under the Information tab. The Student Code of Conduct constitutes notice under due process requirements.

## **TOBACCO USE AND/OR POSSESSION**

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

The possession and/or use of tobacco in any form or use of e-cigarette or other vaped devices designed to inject nicotine or other substances is not permitted on the campus or any 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.

## **TARDIES**

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. Students are encouraged to arrive at school by 7:40 a.m. as instruction begins at this time. When students arrive after 7:40 a.m., they are considered tardy and must be accompanied into the office by a parent or guardian to sign in.

## **TECHNOLOGY**

Students at Della Davidson Elementary School will be issued an iPad for instructional use during the school year. The fee and fine structure is listed below:

Technology Fee: \$50.00

First Occurrence of Accidental Damage: \$50

Second Occurrence of Accidental Damage: \$50

Subsequent Occurrences: Full Repair or Replacement Cost

## **TELEPHONE USAGE**

A student may use the telephone in the office to make emergency calls only. The student must be accompanied by his/her teacher or have a signed pass from the teacher.

## **TEXTBOOKS**

Student/parents are responsible for all books including library books. If a book is damaged or lost, fines will be assessed. **Students owing fines for damaged or lost books will not be issued textbooks until the fines are paid in full.** An assessed price will be charged for damaged books.

## **TITLE I – Basic Program**

BES, CES and DDES are Title I schools that receive federal funding to provide services for our students such as: a pre-k program, teaching assistants, and staff development opportunities for our teachers. Parental support and involvement are vital to a child's educational success. Each school develops a parental involvement plan each year and parent participation is required. If you would like to learn more about Title I programs and parent involvement, contact SuzAnne Liddell, Director of Federal Programs and Student Registration, at 234-3541. Click here for the district's [Title I Parental Involvement Policy](#). Title I also specifies certain additional information that parents have a right to know, such as:

- the professional qualifications of your child's teachers and paraprofessionals
- your child's level of achievement in statewide assessments
- notification if your child will be taught four or more consecutive weeks by a teacher who is not highly qualified
- to receive information in an understandable and uniform format in a language that you can understand.

## **TITLE II – Highly Qualified Teachers**

The Oxford School District receives federal Title II, Part A funds. These funds are used for the purpose of hiring highly qualified teachers in order to reduce class size, particularly in the early grades. Please contact SuzAnne Liddell at 234-3541 for additional information.

## **TITLE III – English Language Learners**

BES, OES and DDES receive federal funds pursuant to Title III to provide services to those students with limited English proficiency. Services include individualized instruction from ELL tutors and certified ELL teachers. Please refer to the district website, [www.oxfordsd.org/ELL](http://www.oxfordsd.org/ELL), or contact the ELL coordinator, SuzAnne Liddell, at 234-3541 for additional information.

## **TITLE VI – Rural and Low Income Schools**

The Oxford School District receives federal funds pursuant to Title VI, Rural and Low Income Schools. Funds awarded through this program may be used for the purposes of teacher recruitment and retention, teacher professional development-including programs that train teachers to utilize technology to improve teaching and to train special needs teachers, parental involvement activities, and other activities and programs as described in Title VI, B. Please contact SuzAnne Liddell at 234-3541 for additional information.

## **TITLE X – McKinney-Vento Act**

The district receives federal funding pursuant to Title X, the McKinney-Vento Act for Homeless Education Assistance. For a list of situations which constitute homelessness and your rights under the McKinney-Vento Act, please refer to [www.oxfordsd.org/HomelessEdAssistance](http://www.oxfordsd.org/HomelessEdAssistance). For additional information, please contact the district's homeless liaison, SuzAnne Liddell, at 234-3541.

## **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 attendance records. 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.

## **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.

## **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.

## **VOLUNTEERING IN THE SCHOOLS**

The schools depend on volunteers and value their contributions. The willingness to serve the students and staff of the district is greatly appreciated. Please complete the form at the the following link to apply to be a volunteer in our district. You will be notified by email when your application has been processed. Click [HERE](#) to apply. Click here for the district's [School Volunteer Policy](#).

## **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.

## **WEATHER CLOSINGS**

In the event of bad 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.

## **WEBSITE**

The Oxford School District website can be accessed at <http://www.oxfordsd.org>. You will find district news and announcements, contact information, news and information specific to each of our schools, parent surveys, school board policies and much more useful information. You may also sign up for the district e-newsletter on the Oxford School District website.

## **WITHDRAWAL PROCESS**

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.