



# Oxford High School

## 2010/2011

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

The information in this book was the best available at press time. Watch for additional information and changes.



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## PRINCIPAL'S MESSAGE TO STUDENTS

I would like to welcome all our students back for the 2010 – 2011 school year. Our doors are always open to the needs and concerns of our students. The **VISION** we hold is to make Oxford High School the **MODEL** for learning in our region and state. You are the center of our school and you must **ALL** take ownership in its successes. Our 2010 – 2011 slogan is simple, yet powerful:

**“Every Student, Every Day – Whatever It Takes!”**

**YOU** as a student must understand and accept this challenge to make Oxford High School the exceptional place for academic, athletic, and extra-curricular excellence.

Good Luck to every student on a successful year and remember.....

### GO YELLOW JACKETS

Trey Holladay

Principal

## **OXFORD HIGH SCHOOL**

915 STEWART STREET

OXFORD, AL 36203

PHONE: (256) 241-3166

FAX: (256) 831-8142

DR. JEFF GOODWIN

SUPERINTENDENT

### **ADMINISTRATION OF OXFORD HIGH SCHOOL**

PRINCIPAL ..... W.L. Holladay, III

ASST. PRINCIPAL ..... Shelton Cobb

ASST. PRINCIPAL/SAFE ADMINISTRATOR..... Valrie Bain

ASST. PRINCIPAL/FRESHMAN ADMINSTRATOR..... Marty Livingston

### **GUIDANCE COUNSELORS**

Glenda Knight – SENIOR/JUNIORS GUIDANCE

Grady Lacher - JUNIOR/SOPHMORE GUIDANCE

Debra Holladay - FRESHMAN GUIDANCE

### **OFFICE PERSONNEL**

Judy Harris - BOOKKEEPER

Rita Hand - REGISTRAR

Pat Holcomb - SECRETARY

Jamie Thomas-ATTENDANCE CLERK

### **MISSION STATEMENT**

The mission of Oxford High School is to empower students with the intellectual and social skills necessary to succeed in an ever- changing world.

### **OXFORD HIGH SCHOOL BELIEFS**

- Students' learning needs should be the primary focus of all decisions impacting the work of the school.
- A safe and ergonomic environment promotes student learning.
- A student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.
- Students learn in different ways and should be provided with a variety of instructional approaches to support their learning.
- Student learning is the chief priority for the school.
- Students need to apply their learning in meaningful contexts.
- Exceptional students require special services and resources.

**The policies at Oxford High School may vary slightly throughout the year so please stay up-to-date with any changes by your continued contact with the Administration at OHS.**

## **HISTORY OF OXFORD HIGH SCHOOL**

Oxford High School was first located in the building once housing Oxford College. Oxford College operated for thirty-two years and was the Alma Mater of many of Calhoun County's most distinguished leaders and citizens. The building was sold to the City of Oxford, and Oxford High School was established in 1909; the first class graduated in 1910.

After forty years in the Oxford College Building, a twenty-nine-classroom building was constructed on the present site. Later a gymnasium, football stadium, band room, and lunchroom were constructed. A home economics complex and a fourteen-classroom annex were added to the original building.

## **SCHOOL COLORS AND EMBLEM**

Black and Old Gold are the school colors. Oxford High's mascot is the Yellow Jacket. The official school emblem appears on the school rings, diplomas, yearbooks, etc. The emblem denotes the symbolic areas of athletics, music, the lamp of learning, and graduation.

## **ACCREDITED STANDING OF OXFORD HIGH SCHOOL**

Oxford High School is accredited by the State Department of Education and is a member of the Southern Association of Colleges and Schools.

## **STATEMENT OF NON-DISCRIMINATION**

It is the policy of the Oxford City Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Inquiries or complaints regarding compliance with federal regulations may be directed to Title IX and Title VI coordinator, Mrs. Debbie Nothdurft, Oxford City Board of Education, 310 Second Street East, Oxford, Alabama 36203, (256) 831-0243; Section 504 Coordinator, Dr. Jeff Goodwin, 310 Second Street East, Oxford, Alabama 36203, (256) 831-0243

# **I. SCHOOL OPERATIONS**

## **SECTION 1 – SCHOOL DAY**

A minimum of six (6) hours of instruction is scheduled for the school day, not including lunch, break, etc.

School doors are opened at 7:15 a.m. to start the school day and are closed twenty (20) minutes after the end of the school day. The school day may be extended on a scheduled basis for the purpose of offering tutorial programs. Students should report to the commons area upon arrival on the school campus. Students are not allowed to sit in cars or stay in parking lot(s). Students are not allowed in the school building before the 7:15 a.m. bell rings unless a note signed by a teacher or inclement weather (administration will decide).

Any student remaining in the building after the end of the school day should be under direct supervision of an Oxford High School faculty member. Loitering will not be permitted.

Students participating in school-endorsed and/or sponsored events and trips should remember that all policies and requirements outlined in this handbook apply to them regardless of the time of day or day of the week. Any time a student is absent from school, participation in extra-curricular activities will not be allowed. A student must be present for ½ the hours included in a school day to participate in extracurricular activities.

## **SECTION 2 – SCHOOL CLOSING**

When the superintendent deems weather conditions too hazardous for safe operations, schools will not open. This judgment will be made before 6:30 a.m.; the decision will be released to the news media by the superintendent's office. Students should listen to the radio for announcements. If conditions become hazardous during the school day, the superintendent will consider the best interest of the students in deciding whether the schools should stay open or close. Should the superintendent elect to close the schools, the office of the superintendent will notify the principals.

**REMEMBER: OXFORD CITY SCHOOLS WILL BE MENTIONED BY NAME, NOT CALHOUN COUNTY.**

## **SECTION 3 – ENROLLMENT**

Students who move to Oxford after having attended public or private schools in another system may be admitted to the grade certified by the school from which they are moving. Guidance personnel will write for students' records and evaluate transcripts for the purpose of grade placement. Students enrolling from any non-accredited program will be admitted based on board policy. These students may be

asked to complete placement tests from OHS courses to determine grade and course placement. All students entering Oxford High School must have parent/guardian present to register, must live in the Oxford School zone, and must have the proper immunization form from the State of Alabama. Parents must provide proper proof of residency.

#### **SECTION 4 – TRANSFERS**

Students moving from or entering Oxford High School are to report to the Registrar for instructions and necessary forms. (Public Law 93-380, H.R. 69 will be followed.) Transcripts will not be released until all fees are paid and books and other required school materials are returned or paid in full. A transcript fee will be charged by school.

#### **SECTION 5 – WITHDRAWALS**

Students wishing to withdraw from Oxford High School in good standing should report to the Registrar for proper instructions.

#### **SECTION 6 – STUDENT RECORDS**

Student records are kept locked and on file in the OHS records room. Numerical averages (grades) on the permanent records correspond to the grading system indicated on the report cards.

#### **SECTION 7 – FEDERAL SURVEYS**

Federal surveys are required each school year as directed by the Superintendent and the Federal Government. These surveys are conducted early in the school year, and students are urged to be cooperative in getting the survey cards completed.

#### **SECTION 8 – REPORT CARDS**

The student's report card is issued four times per year on dates designated by the school. Evaluation of the student's achievement and conduct is the responsibility of the teacher, and the grade represents a professional judgment.

Parent/guardian/teacher conferences are encouraged and may be arranged during teacher's planning period or at other mutually convenient times. Conferences may not be held during class time. Teachers may return telephone calls during their planning periods or after school.

#### **SECTION 9 – GUIDANCE AND COUNSELING**

It is the mission of Oxford High School's Counseling and Guidance Program to prepare every student socially, academically, and emotionally for present and future challenges. Students are provided with opportunities to gain an understanding of self and others, to participate in educational and occupational exploration, and to pursue career planning opportunities in an environment that is safe, caring, and encouraging. The counselors at Oxford High School work with students, teachers, parents, and community members to empower students to reach their highest level as productive members of society.

The Counseling and Guidance Program ensures that all students have multiple opportunities to acquire competencies in the three domains of Academic Development, Career Development, and Personal/Social Development. The four program delivery components and activities that are utilized in assisting students to achieve these competencies are as follows:

*School Guidance Curriculum* - The School Guidance Curriculum includes structured experiences presented systemically through individual and group activities from ninth through twelfth grades. It emphasizes decision making; self-understanding; study skills; and, career exploration, preparation, and planning.

*Individual Student Planning* - This component includes counseling activities that provide students with opportunities to plan, monitor, and manage their academic, career, and personal/social development through such activities as assessment and interpretation; academic advisement; development of four-year plans; and, student portfolios.

*Responsive Services* - These services include counseling or referral activities that meet the immediate needs and concerns of students, such as personal counseling, crisis counseling, problem solving, agency referral, and consultation.

*System Support* - This component includes indirect guidance management activities that maintain and enhance Oxford High School's Counseling and Guidance Program and provides appropriate support to its academic programs. Responsibilities in this area include staff and community relations, professional development, test interpretation, data analysis, and curriculum development.

Notes to Students, Teachers, and Parents:

*Students:* If your counselor is assisting others, do not wait; instead, please sign the “Student Visit Sheet” and report to class immediately. Your counselor will send for you as soon as possible.

*Teachers:* Please do not release students from your class to see a counselor, unless you have a written request from the guidance office or unless it is an emergency.

*Parents:* If you have any questions or concerns for your student’s counselor, please don’t hesitate to call and schedule an appointment.

## **SECTION 10 – CHANGE OF SCHEDULE**

Class load, books, teacher load, technology and accreditation requirements must be considered when requests are received for a change in the student’s schedule. Schedules will be changed only when there is an extreme emergency such as graduation requirements, which must be met, or when approved by the principal.

A schedule change request will be placed in a file outside the counselor’s office for students who want to apply for a change of schedule. Students will write down their request and the reason(s). The counselor will inform the student of the necessary changes to the student’s schedule.

## **SECTION 11 – LIBRARY/MEDIA CENTER**

Students are encouraged to use the library for research purposes as well as personal enrichment. A student may come to the library during the time when his/her class is occupying the library. He may go individually with a pass from his/her classroom teacher during school hours this pass must be presented to library personnel upon arrival.

## **SECTION 12 – COMMUNICATION WITH THE SCHOOL**

It is essential that students and parents make every effort to communicate openly and frequently with the teachers, counselors, and administrators of Oxford High School in order for us to meet the needs of the student. Oxford High School will communicate through our reporting procedures, formal parent-teacher communication, and STI-Home. It is important that parents and students inform teachers of any developments that may influence the student’s performance at school. Parents can contact the school to receive a password and pin number to access their child’s information from home.

Parents should not hesitate to contact Oxford High School if they are uncertain about anything. If parents visit the school they must check in at the Main Office. Your involvement with your child’s education along with any information you share will enable us to successfully serve the educational needs of your child.

The Oxford High School staff desires to work with parents to achieve academic success while providing a safe and disciplined learning environment. Please understand that unless your concern involves a threat to the safety of your child and/or other students, the educational well-being of all students is best served by contacting Oxford High School at 241-3166 or by email, to make an appointment with a teacher or administrator. By making an appointment in advance, you ensure that the person you want to see will have the appropriate information readily available for you and will be able to address your concerns in a timely manner without interruption to the instructional program. Please visit our school website from the Board of Education website at [www.oxford.k12.al.us](http://www.oxford.k12.al.us) for school announcements.

## **SECTION 13 – DEMOGRAPHIC INFORMATION**

Parents and students must immediately inform Oxford High School of any changes of demographic information such as changes of address and home, cell, and work telephone numbers. Also, parents must update the student’s Medical Information history whenever necessary. This information is critical because the school may need to communicate with parents for academic or emergency reasons.

## **SECTION 14 – DELIVERIES TO SCHOOL**

Florists are **NOT** allowed to make deliveries to pupils while students are in school. Flowers in glass containers or balloons delivered to pupils at school by parents or friends will **NOT** be allowed on buses because of visibility and distraction issues. All flowers and balloons will remain in the office until the end of the school day.

## **SECTION 15 – FRATERNITIES AND SORORITIES**

Fraternalities and sororities, which operate primarily for social purposes, are not allowed to function in Oxford High School. Initiations are prohibited.

## **SECTION 16 – HAZING**

Under no circumstances will hazing in any form be tolerated within the scope of the programs (including extra-curricular and co-curricular) sponsored by Oxford High School. Student leaders (team captains and members, club officers and members, etc.) are obligated to discourage and report hazing to their coach, teacher, and/or administrator. Hazing is any individual or group act of harassment that willfully or recklessly endangers the physical or mental health of another individual or group such as, but not limited to, banter, ridicule, criticism, bullying, humiliation, intimidation, physical activity or brutality, or by extracting unnecessary work or participation in a disagreeable, unpleasant, or illegal activity for the purpose of initiation or maintaining membership. Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in any of the described acts and is prohibited on and away from school property.

Oxford High School reserves the right to limit participation in any extra-curricular or co-curricular activity because of inappropriate behavior at any time. Any student participating in hazing activity will be subject to criminal prosecution and/or suspension and/or expulsion by Oxford High School and/or the Oxford City Schools Board of Education.

## **SECTION 17 – CLASS RINGS**

Oxford High School will have a showing of class rings during the student's sophomore year. Orders will be taken at the school. A deposit is required when selection is made. All money is collected and accounted for through the vendor(s).

## **SECTION 18 – SCHOOL DANCES / EXTRA CURRICULAR ACTIVITIES**

Any school dances and/or activities held at the school or an off campus facility will be sponsored by a club or organization affiliated directly with OHS. The Code of Conduct is in affect at all school activities.

Students inviting guests must provide the name of the guests. Students and guests are required to abide by all school rules and regulations at school events. Guests will be admitted at the discretion of the school administration and on the basis of procedures prescribed by them. School officials reserve the right to deny entry to any person. All persons attending are required to abide by school rules. Only students adequately progressing in academics, and in good standing while attending Oxford City Schools and their guests are allowed at these functions. This includes but is not limited to a student's academics, attendance, and discipline as determined by the principal.

## **SECTION 19 – PICTURES**

School day pictures are made first semester of the school year and are available for purchase. All students are required to have pictures made in the fall in order to be placed in STI and the yearbook. Various other pictures are made during the school year and are available for purchase.

## **SECTION 20 – ASSEMBLIES**

Assemblies consist of programs conducted by faculty, guests, and/or students. Assemblies are scheduled for different occasions. Students are seated in assigned places according to grades. Students should file into the gym and assume their assigned place in a quiet, orderly manner. Students who seat themselves out of their grade area or who are loud and boisterous are subject to disciplinary action.

## **SECTION 21 – PEP RALLIES**

Pep rallies are held before games with other schools and are planned to encourage school spirit and to bolster school athletics. Students are seated in the order assigned for assemblies. The administrator will consider having pep rallies on a week-to-week basis. Time and location will be decided upon weekly.

## **SECTION 22 – LOCKERS**

Lockers may be obtained at the beginning of school on a first come, first serve basis. Lockers are the property of the school and are subject to inspection at any time. Lockers may not be changed without permission from the office. The school has the right to conduct periodic searches in order to look for contraband items and/or overdue library books. Students who are found abusing lockers, tampering with lockers, or attempting to open lockers in any manner that bypasses the combination will lose locker privileges and be subject to disciplinary action. Students ARE NOT to share their locker combinations. Contact paper must not be applied to the inside of locker doors or any area where it might impair the functioning of the lock mechanism.

Students may go to their lockers before first (1st) period, during class change (provided it does not create a tardy situation) and after school.

Students should place a lock on their athletic/P.E. locker and give a spare key/combination to their teacher. The school or school personnel are not responsible for stolen items.



## **SECTION 23 – STUDENT PARKING (10TH-12TH GRADE ONLY)**

**Any vehicle brought on the OHS campus is subject to search by administrative personnel (or designee).**

1. Driving privileges on Oxford High School campus are restricted to those students who have a valid driver's license, proof of insurance, have been authorized and have the proper permit displayed.
2. Parking permits are in the main office. A valid Alabama driver's license is required for issuance of permit. Permits are issued on a first-come, first-serve basis. Vehicles without permits may be ticketed, towed away, and student owners may be subject to disciplinary action. Students are responsible for tickets/fines.
3. Safe driving must be practiced at all times. The speed limit on campus is 10 miles-per-hour.
4. Students are expected to park their cars and leave them immediately. Sitting in cars at any time is absolutely prohibited.
5. Parking is prohibited in the following areas: yellow curbs, Board of Education parking lot, front of main building, teacher parking lot, and any other designated area. Missing class to move a car from a prohibited area will result in an unexcused absence from class. Violators are subject to having their vehicle towed at the student's expense. Students are also subject to disciplinary action for improper parking.
6. All students' vehicles may be subjected to search if there is Reasonable Suspicion that drugs, alcohol, stolen property, weapons, or other contraband might be present in the vehicle.
7. The school assumes no financial responsibility for damage to cars parked on campus.
8. The school reserves the right to make necessary regulations. If a student refuses to observe driving/parking regulations, the school has the authority to refuse/revoke the parking privileges to that student.
9. Oxford High School strives to meet the needs of all disabled students. The principal will assist any student that requires special consideration.

Parking permits will be assigned by first come first serve basis. Seniors will be issued permits then juniors. A parent/guardian or friend may pickup a permit for a student, but they must have a student's license, proof of insurance, and tag number. Spaces will be issued as follows:

- Top 20 students in the senior class will have the opportunity to park in the Stewart Street parking lot A.
- The student parking lot will be designated B.
- The athletic parking lot will be designated C.
- The gravel parking lot will be designated D.
- Media Center parking lot will be designated E.

School personnel will issue students a number based on availability of spaces. The school reserves the right to designate specific spaces to students.

## **SECTION 24 – PREGNANCY**

Pregnant students may report to the Guidance Department so that counseling services can be made available to assist students in academic matters.

## **SECTION 25 – ILLNESS**

A student who has a contagious disease is not eligible to attend school for the period of time prescribed. A student who has a fever will not be allowed to remain in the classroom. Student illness or injury appearing to warrant emergency treatment is handled in the following manner:

1. The student will be sent to the school Nurse.
2. If the Nurse deems necessary, a parent or guardian is notified.
3. If a parent or guardian cannot be reached, medical aid may be given to the student under emergency procedures.

In those instances in which the illness or injury does not appear to warrant emergency consideration, routine first aid procedures are used.

Homework assignments may be arranged through a counselor. This applies to illness that exceeds five (5) days. All such assignments must be completed and returned before other assignments are made.

## **SECTION 26 – ORAL MEDICATION**

The guidelines for medication being given to a student are fully outlined in Appendix P of the Code of Conduct.

NOTE: NO STUDENT IS ALLOWED TO HAVE ANY TYPE MEDICATION IN HIS/HER POSSESSION WHILE ON THE CAMPUS OF OXFORD HIGH SCHOOL. ANY STUDENTS WITH PRESCRIPTION OR OVER-THE-COUNTER MEDICATION IN THEIR POSSESSION THAT HAS NOT BEEN PROPERLY CHECKED IN BY SYSTEM PERSONNEL ARE SUBJECT TO T.E. /O.S.S. OR POSSIBLE EXPULSION.

## **SECTION 27 – MEDICAL AND DENTAL APPOINTMENTS**

Parents/guardians are encouraged to make dental and medical appointments for students either after school hours or on those days when school is not in session.

## **SECTION 28 – PE UNIFORM**

All students who take PE are required to dress out. PE equipment may be purchased at any store that carries these items. Students should check with their PE teachers regarding appropriate shoes.

## **SECTION 29 – SCHOOL SUPPLIES**

Some school supplies such as pencils, pens and paper may be bought in the main office. These items should be purchased before school since desire and/or need to purchase these items is not sufficient reason to leave class.

## **SECTION 30 – LOST AND FOUND**

All objects that are lost may be reported to the main office or to the assistant principal's office. All found objects should be turned in to the main office.

## **SECTION 31 – PARTIES**

Parties of any type are not allowed at Oxford High School during school hours.

## **SECTION 32 – STUDENTS AND MONEY AT SCHOOL**

For safety and management reasons no student at Oxford High School should have more than \$20 in cash on their person in the school building. This requirement exists to curb theft and money exchange during the school day. Any fundraising receipts should be in the form of a check and should be turned in before the end of homeroom.

## **SECTION 33 – RETURNED CHECKS**

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

## **SECTION 34 – CONTESTS AND FUND-RAISING**

Fund-raising of any sort is discouraged. Any fund-raising must be approved by the principal. No outside fundraising (church, private, etc.) is allowed during the school day.

Contests and activities that are sponsored by out-of-school agencies must be related to the schoolwork of the participating pupils before the principal may grant permission for the contests or activities to occur in the school.

Organizations or groups within or outside the school may not use the school's name in any contest or fund-raising drive without the written approval of the principal.

Involvement in the many contests proposed and sponsored by civic groups and organizations is determined at the school level.

In order to prevent the exploitation of students and school personnel, the board prohibits the following practices:

1. The use of school employee's time during the school day by agents or representative of business concerns if not in the best interest of the school.
2. The selling of merchandises other than school supplies and pictures.
3. The raising of money by pupils except for organizations and activities sponsored by the school.
4. The use of pupil's or teacher's time to disseminate information that in no way improves the educational program.

5. The use of school time by outside organizations to promote projects not connected with the school.
6. The distribution of advertising material on the school premises.
7. Fund-raising activities except those by approval of the principal.

## SECTION 35 – TELEPHONE

Telephones are installed for business purposes. Pupils are not permitted to use school business phones except in cases of emergency. Parents/guardians are asked not to call the school to speak to pupils or to leave messages except in case of emergency.

Parents or guardians wishing to speak to a teacher are asked to call the school office and leave a message for the teacher to return the call. Teachers do not leave classes unattended to return such a call; however, they will return the call at a time not assigned for teaching.

Guidance counselors and principals are available to receive calls from a parent/guardian as they are placed; however, should they not be free to speak to the parent/guardian at the time of the call, they will return the call as soon as possible.

## II. SCHOOL CALENDAR

Many dates are already finalized into the school calendar. It is school procedure to complete a calendar early in the school year so that many activities may be properly spaced and conflicting dates may be avoided. Once a date is finalized into the calendar, no other function should conflict with that date.

## III. ATTENDANCE

### SECTION 1 – ATTENDANCE POLICY

The attendance policy for all students attending Oxford City Schools is clearly explained in the system-wide Code of Conduct. Information contained in this section of the OHS handbook applies only to OHS students.

**\*STUDENT MUST ATTEND A MINIMUM OF FOUR (4) PERIODS TO PARTICIPATE IN EXTRA-CURRICULAR ACTIVITIES (PRACTICE AND/OR GAMES) ON THAT DAY!**

In accordance with State Law, a parent/legal guardian/custodian **MUST** explain the cause of every absence of students under his/her control or charge. Every student **MUST** bring a written excuse, signed by his/her parent/legal guardian/custodian or a doctor's excuse within three (3) after he/she returns to school following an absence(s). All excuses **MUST** include the student's first, middle and last names, and the reason for the absence. **This includes check outs! Failure to present the signed note or doctor's excuse with in the time noted will result in the absence being marked UNEXCUSED.**

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

1. **Excused Absence** – An absence is excused whenever the school receives a documented written doctor's/legal excuse or a documented written excuse from the parent/legal guardian/custodian, on time, for the following reasons only...

*Doctor's/Dental	*College Visit
*Student Illness	*Legal Appointment
*Family Illness	*Driver's License/Permit
*Death in the Family	*Administrative Excused

**\* ONLY with PRIOR Permission from Principal. Request for permission must be detailed and in writing to the principal.**

2. **Unexcused Absence** – An absence is unexcused when the parent/legal guardian/custodian does not send a written note explaining the absence **within three (3) days** following the absence or when the nature of the absence is not for legitimate reasons as defined by Alabama law. This also includes **ALL Check Outs! ALL STUDENT CHECK OUTS are coded as UNEXCUSED until the proper Excuse is presented within time noted.**

### SECTION 2 – TRANSITIONAL EDUCATION (T.E.) AND OUT OF SCHOOL SUSPENSION (O.S.S.)

Students assigned to T.E. may make up test and class work (unless T.E. has resulted from a tardy). Students who are assigned to O.S.S. are allowed to make up work for half-credit. Work assigned while a student is in T.E. must be submitted by the student upon re-admittance to class or at a time designated by the teacher. Assignment to Transitional Education constitutes absence from each class missed but not from school. Assignments to out-of-school suspension constitute an absence from school and from individual classes.

## SECTION 3 – TARDIES

Adequate time is allowed for class change between periods. Consequently, tardiness will not be allowed unless a student is detained by a teacher, by office personnel, or because of a late bus.

When one of the above reasons exists for a student to be late, the student must have a pass from the conferencing teacher, or the student must see an administrator for a pass. The pass must be dated and have on it the exact time it was written. The student will then have three (3) minutes to appear at his/her assigned class. Failure to accomplish this will result in a tardy and subsequent assignment to T.E. area for the duration of the class period.

Students who are tardy to class should report to T.E. promptly with a pass from the assigning teacher. Failure to report promptly will result in an additional period of T.E. for the tardy student.

The following tardy/check-in policy will be followed at Oxford High School:

1st – 4th Tardy/Check-in	– 1 period in T.E.
5th Tardy/Check-in	– 1 full day T.E.
6th Tardy/Check-in	– 2 full days T.E.
7th Tardy/Check-in	– 1 full day O.S.S.
8th Tardy/Check-in	– 2 full days O.S.S.
9th Tardy/Check-in	– 3 full days O.S.S.

Although students placed in Transitional Education are counted present in school, students and parents should remember that absences from class due to tardies are unexcused and could impact unfavorably on the student's academic progress. Students who are tardy to a class may receive a zero for work assigned during that period including tests. A waiver may be made on check-ins if the student can prove all check-ins to be appropriately excused such as for legal or medical reasons.

## SECTION 4 – CHECK-IN/OUT

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

1. A student's parent/legal guardian/custodian **must** come to the school in person to check his/her child out of school. Only persons specifically designated by the parent/legal guardian/custodian may check a student out of school when the parent is unable to do so. The designated person must present a valid driver's license or other picture identification to school officials as verification of their identity prior to the student's release into their care.
2. Parents may appear in the main office and check out students by completing the checkout sheet. This may be accomplished up to 24 hours prior to the actual checkout date.
3. Friends or relatives may check out students provided the proper authorization is on file in the school office prior to the checkout attempt. Proper authorization entails the following: **Each student will be issued a checkout authorization form. This form must be completed, signed and returned to the school by a parent or legal guardian.** On this form, parents must list the required information on anyone they want to be allowed to check out their child. Information must include the designated person's name, address, and telephone number. In addition, the designated person must present a photo ID at the time of checkout. **Minors may not check out students.** Parents may amend the checkout authorization form at any time by appearing at the school office and making the desired additions/deletions. **The school reserves the right to refuse anyone other than parent or legal guardian the opportunity to check out a student.**
4. Any class time missed due to checking in or checking out will constitute an absence in the class(es) missed.
5. Absences from classes incurred due to checkouts will impact negatively on a student's academic progress.
6. If time is missed from an academic class for a dentist, doctor, or legal appointment, the missed time will be counted as an excused absence. Students will have a maximum of three (3) days to bring in proper excuse.
7. An excuse must be turned in to the Main Office for an absence to be considered excused.

Should any changes in the policy become necessary, students will be notified.

Adopted: July 17, 1990

REF: Attorney General Opinion to Dr. Wayne Teague dated January 10, 1989.

Code of Alabama 16-28-1; 16-28-2; 19-28-15; 16-28-16.

### Student Sign In Procedures

1. Students, who arrive late, regardless of time, will report to the T.E. area to sign in.
2. Students who check-in during the school day will spend the remainder of the period in T.E.
3. Students who do not check-in before the end of the current class period will spend the next class period in the T.E. area.

**NOTE** – Failure to report to the transition area or to check-in properly could result in a discipline action.

## **IV. HEALTH AND SAFETY**

### **SECTION 1 – FOOD SERVICE**

The Oxford City System provides a food program in each school and participates in the federally sponsored Child Nutrition Program. This program is designated to assist school systems in providing nutritious lunches to all students at reasonable prices and free and reduced lunches to those students unable to pay. Application forms for free and reduced lunches are furnished to students. Students who are interested may apply by completing the form and returning it to the homeroom teacher. Accounting for free meals is done in a manner that protects the anonymity of the students receiving free meals.

Oxford High School subscribes to a closed lunch policy. **Students are not permitted to leave the school campus or have someone bring lunch to them during the lunch session. Students are not allowed to bring competitive foods (McDonald's, Taco Bell, etc.) into the cafeteria during the school day.** Students who may forget lunch/money may have a parent/guardian bring it to the office before lunch session.

For health and sanitation reasons students are not allowed to eat or drink (outside of approved deviations for medical conditions) items during the course of the academic day. This includes classrooms, hallways, and outdoor areas of the campus. Students who bring their lunch must store it properly and eat it during their designated lunchtime in the cafeteria (exceptions to this procedure must be approved by an administrator). Food or drink should not be transported from class to class.

#### Cafeteria Rules

1. All students must report quietly and orderly to the cafeteria with their teacher at the assigned time. Do not “go ahead” or “trail behind” your class.
2. Students are not allowed to go to their locker or restroom while going to and from the cafeteria
3. No student should leave the cafeteria unsupervised.
4. No breaking line. Remain in a single file.
5. Sit at your assigned table(s) throughout lunch. No wandering around or visiting with others. No student should get out of his/her seat except to dispose of trash and trays.
6. Keep noise level to a minimum.
7. No trash should be left at your table.
8. Remain at your assigned table until dismissed. Teachers will dismiss students from lunch only after tables have been inspected for cleanliness.

### **SECTION 2 – EMERGENCIES**

Oxford High has formulated a protection plan for meeting various disaster possibilities in a manner considered to offer the greatest protection for the students. Each such plan includes the following provisions:

- (A) Procedure to follow for the immediate physical safety and shelter of pupils in an emergency.
- (B) Manner of operation for continuing the care of students until they can be turned over to family members.

## **V. PROTECTION AND CONDUCT**

### POINTS OF EMPHASIS FOR 2010-2011

- **A formal dress code will be implemented for all formal events sponsored by Oxford High School.**
- No “slacking” will be allowed by the students during school hours or at any school related events.
- Students are to go to their class immediately when the bell rings, do not stay in hall.
- No food, drinks, or gum are to be brought into the school building.

- All shirts must be tucked in following Code of Student Conduct guidelines. Shirts must be long enough to remain tucked in whether standing or sitting. (Boys and Girls)

Plagiarism is a Class II discipline offense (Cheating). Any student proven to have plagiarized in an assignment is subject to a failing grade on the assignment as well as disciplinary actions for the Class II offense.

## **SECTION 1 – SUPERVISION AND RULES**

The teacher is the source of authority and discipline in the classroom. In this role, the teacher manages problems of a non-threatening, non-disruptive nature. All students are expected to follow the OHS Expectations list posted in each classroom. Teachers will use their discipline log to handle Class I infractions. Referral to Administration is used when deemed necessary.

It is fundamental that an orderly school have clearly-defined behaviors to which students must conform. Non-conformity to these behaviors becomes violations of the **Code of Student Conduct**. Violations are grouped into three classes (Class I, Class II, and Class III) which range from the least to the most serious. Appropriate school personnel shall investigate, verify, and take the necessary action to resolve student misconduct. After determining a violation and the classification of the violation, the principal or designee will implement the appropriate sanction. Violations apply to student conduct on a school campus, at school-related events, or while being transported to or from school or school-related events.

Note to Parents/Guardians: A reasonable effort will be made to contact a parent/guardian when persistent or serious discipline problems occur. In the event telephone contact cannot be made at the moment, it will be the responsibility of the student to present a written notice of the event and action taken to the parent/guardian. In such an event, it will be necessary for the parent/guardian to sign the notice and return the signed notice to the referring principal.

The school assumes no obligation to anyone except the person or persons who have legal custody of the student.

The faculty and staff at Oxford High School take pride in creating and maintaining a school environment that contributes to academic and social growth. In order to accomplish this, it is necessary for every student to know and follow the rules and policies regarding discipline and supervision. All students are expected to behave in a manner that is acceptable to everyone concerned—other students, teachers, administrators, and society in general. All students are under the authority of the principals, teachers, and staff. Behavior on the part of any student that is disruptive is not permitted at Oxford High School or at any school-sponsored event. Rules that apply to students during the school day also apply to students at school functions or events, regardless of time or location. Parents and students should be reminded that in addition to mandatory compliance to school rules, students are also subject to the laws of the State of Alabama including the Criminal Code. Students are subject to arrest and prosecution for violation of Alabama laws while at school.

## **SECTION 2 – BASIC RULES, REGULATIONS, AND RESPONSIBILITIES FOR OXFORD HIGH STUDENTS**

1. Students are expected to be where they are supposed to be, when they are supposed to be there, acting like ladies and gentlemen.
2. Students coming on campus before 7:15 a.m. should report to the common area at the old gym and should not enter the school building until the first (1st) bell rings.
3. Student should be off campus within 15 minutes after the last bell, unless permission has been granted to stay.
4. Students are expected to be orderly during change of classes. Do not run, push, or be excessively noisy.
5. Students should not congregate. When the bell rings, students are to go directly to their next class.
6. Every student must go to the cafeteria during the lunch period. Students cannot leave the cafeteria for any reason without permission from the teacher. Parents are not to bring in lunches in fast food containers.
7. Students are prohibited to break in line in the lunchroom or to use another pupil's lunch ticket.
8. Students should practice good conduct during assemblies. This includes an orderly, quiet entrance and exit. All talking must cease when the program begins. Students' not practicing good conduct may be escorted from the assembly for appropriate disciplinary action to be taken.
9. All trash should be placed in trash containers.

10. Students may not sell anything in the school during the school day unless approved by the Administration.
11. No student should leave any classroom without a hall pass. Any student in the hall without a pass will be subject to disciplinary action.
12. Students in grades 10-12 are not allowed in the Freshman Academy at any time.

#### Participation in Field Trips, etc.

Field trips are a privilege and not a requirement for any academic class. Therefore any field trips are contingent upon a student's discipline and academic status. Students with excessive referrals or absences may not be allowed to participate in extra-curricular activities or field trips.

### **SECTION 3 – TRANSITIONAL EDUCATION (T.E.)**

A student assigned to T.E. for an entire school day must report to the T.E. area upon arrival at school. Students must have with them all needed books and materials.

Students assigned to T.E. will remain there under supervision for the specified length of time. The students will perform class work all day. This procedure is in effect every day of the T.E. assignment. The students' teachers will provide work. An administrator and/or classroom teachers will monitor those students operating under an IEP periodically.

#### **MISBEHAVIOR IN T.E. MAY RESULT IN OUT-OF-SCHOOL SUSPENSION.**

- Other acts of misbehavior deemed disruptive to the normal instructional process may result in a student being assigned to the Transition Education program at the discretion of an administrator.
- Students assigned to the T.E. program will report to the T.E. area upon arriving on campus.
- There will be two breaks during the day for restroom use.
- Students will have lunch separate from the regular lunch sessions and will report to the lunchroom as a group.
- Students must complete all assigned time in the Transition Education program before being permitted to return to the regular classroom.
- Student must complete all assigned work given for Transition Education. Students will remain in T.E. until such work is completed and verified with the instructor.
- Credit for any daily work completed will be given; tests missed will result in zero (0) until the work is made up. Tests may be sent to TE to be administered. Students in T.E. must make arrangements for make-ups within one (1) school day of returning to class.
- Students assigned to T.E. for a day or more may not be allowed to participate in extra-curricular activities on any day they are assigned to more than four (4) periods of T.E.

### **SECTION 4 – CORPORAL PUNISHMENT**

Corporal punishment is **NOT PROHIBITED** at Oxford High School. This method is generally used after other approaches to solving the problem have proven unsuccessful. If corporal punishment is administered, it is done with care, tact, and caution. The principal or his/her designee may administer corporal punishment.

### **SECTION 5 – IDENTIFICATION**

Students or visitors are required to identify themselves when asked by any staff member or person in authority. A student who refuses to identify himself/herself will be dealt with by the use of proper disciplinary action that the principal or designee see fit. Visitors failing to identify themselves will be issued a trespass warning and will be subject to questioning by law enforcement officials.

### **SECTION 6 – OUT-OF-SCHOOL SUSPENSION**

Extreme effort is usually taken by the principal to resolve discipline problems without suspending students. However, some conduct violations are such that it is in the best interest of the school to remove the offending student(s). Any student suspended may not participate in athletic and/or extra-curricular activities.

When suspending a student the following procedures are used:

1. The student will be given a written discipline notice signed by the referring principal.
2. The reason for the suspension and the necessary procedure for re-entry will be stated on the suspension form.

3. A student's parent/guardian will be contacted before the student is sent home. If contact cannot be made, the student will be assigned to Transitional Education the remainder of that day.
4. If a parent/guardian cannot be contacted, the student is responsible for giving the copy of the suspension report to his/her parent/guardian as soon as possible when he/she arrives at home.
5. Upon re-entering school, a student must obtain a re-admittance slip from the referring principal before resuming schedule.

THE PARENT/GUARDIAN MUST MEET WITH THE REFERRING PRINCIPAL.

## **SECTION 7 – DISCIPLINARY PROBATION**

A student who has difficulty in adhering to the rules and regulations of the school may be placed on disciplining probation. During the period of probation more intensive individual attention is directed to assist the student in conforming to expected behavior standards. Students on disciplinary probation may be limited to school only and prohibited from extra-curricular activities.

## **SECTION 8 – S.A.F.E. SCHOOL**

SAFE School is an alternative placement program the Oxford City Schools utilizes in extreme circumstances. The principal may refer a case to the disciplinary committee with a recommendation for placement into the SAFE School for an alternative placement.

## **SECTION 9 – EXPULSION**

The principal may refer a case to the Board of Education with a recommendation for expulsion if the student's conduct is detrimental to the educational process. Violators of certain rules (Class III offenses) are automatically considered for referral to the Board for possible expulsion.

## **SECTION 10 – WORK PERMITS**

To assist in the protection of minors from exploitation, various members of the high school staff issue work permits. To obtain a permit a student should contact the high school office or the career technical coordinator's office.

## **SECTION 11 – ENFORCEMENT AGENCY CONTACTS**

Procedures have been developed in conjunction with Oxford Police Department for the contact of juveniles while in school. Such contacts are subject to the following guidelines or restrictions.

In the event that a juvenile must be contacted at school, the officer will first receive permission from his/her supervisor. Next, he will contact the principal and discuss the situation with him for approval.

The school Administration will be present when law enforcement questions student to act in "Loco Parentis" if parent is not available

## **SECTION 12 – PROPER CONDUCT/GOOD SPORTSMANSHIP**

For generations the competitive programs of Oxford High School have enjoyed the enthusiastic support of the student body. Traditionally this support has been characterized by good-spirited and decorous intensity.

Students are urged to show their spirit on behalf of the school's endeavors. However, display of enthusiasm must always be restrained by the conventions of proper sportsmanship. Therefore, certain behaviors are deemed undesirable and will not be tolerated. These include but are not limited to the following: excessive booing, jeering, taunting, throwing objects, inappropriate cheers, posters and signs in questionable taste, body painting and distasteful demonstrations including encroachment on a playing surface by an individual or group.

Individuals and groups who engage in unacceptable behaviors will be removed from the event. They may also be subject to T.E. assignments, suspension, banishment from future events, or, in extreme cases, expulsion.

Students are expected to honor the O.H.S. tradition of sportsmanship and decorum.

## **SECTION 13 – UNAUTHORIZED ORGANIZATIONS/GANG MEMBERSHIP**

Oxford High School subscribes to the belief that gang membership and activity is detrimental to the educational and social well being of students. Oxford High defines gangs as individuals who together function as a criminal or antisocial group. In response to public and community concerns revolving around gang-related activity and school safety, and the proven association between gang activity and violent crimes, Oxford High School prohibits anything promoting gang-like behavior. Students are not allowed to wear or display any gang insignia, clothing, etc. The administration reserves the right to ban any such



items which may lead to potential problems associated with gang or gang-related activities. Any student participating in gang-related activities (signing, language, displaying gang paraphernalia) will be subject to prompt severe disciplinary action. Groups of students who are displaying antisocial behaviors and gang-like dress (not limited to but including untied shoes, reversed clothing, wearing like-colored shoes/shirts, bandannas, etc.) are subject to modified dress code and other disciplinary action.

## **SECTION 14 – ELIGIBILITY ACADEMIC RULE**

- A. Students entering the 10th, 11th, and 12th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least six new Carnegie units and have a minimum composite numerical average of 70 in those six units.
  - (1) Four core curriculum courses must be included in those units – passed and averaged. (English, mathematics, science and social studies are core curriculum courses.)
  - (2) Any student that accumulates more than four units of core courses per year may earn less than the required four core courses during the next school year and be eligible as long as the student remains on track for graduation with his/her class.
- B. Students entering the 8th and 9th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least five new subjects and have a minimum composite numerical average of 70 in those five subjects.
- C. Students entering the 7th grade for the first time are eligible.

**Note:** A new unit is one that has not been previously passed. A semester is half of a school year as defined by the local school system.

## **GUIDELINES**

- 1. Eligibility will be determined before the start of each new school year. A student who is academically eligible at the beginning of the school year remains eligible for the remainder of that school year as far as grades are concerned.
- 2. Students declared ineligible at the beginning of a school year may regain their eligibility at the end of the first semester by meeting the academic requirements listed above during their last two semesters in attendance and summer school, if applicable. The restored eligibility of any student must be determined no later than the fifth day of the second semester.
- 3. Only one unit (or subject) of physical education per year may be counted.
- 4. A maximum of two units (or subjects) earned in an approved summer school may be counted. If a unit (or subject) is repeated in summer school, the higher numerical grade for that unit (or subject) may be used to compute the composite grade average.
- 5. An accredited correspondence course may be accepted by a school system but must be completed before the school year starts.
- 6. For eligibility purposes, special recitation, extra work, make-up work, tests, review, etc., may not be given for the purpose of making a student eligible.
- 7. To be eligible, all students (including repeaters and hold backs) must be enrolled in a specified number of units at the school they represent.
  - (a) 9th, 10th, and 11th graders must be carrying at least six new units (three per semester on a 4X4 block schedule).
  - (b) Seniors that are on track for graduation with more than the required number of units earned must be carrying at least four new units for the school year (two units per semester on a 4X4 block schedule).
  - (c) 7th and 8th graders must be carrying at least five new subjects.
- 8. Any student who has attended another school during the preceding year must obtain a transcript from that school establishing the student's eligibility before the student is permitted to participate at the new school.

## **SECTION 15 – CELL PHONE/ELECTRONIC DEVICE NOTICE**

In an effort to comply with the Oxford City Board Policy and ensure the safety of the students of Oxford High School, the **cell phone permit** procedures will be followed when students are found in possession of, or using, a cell phone or other electronic device on school campus.

## SECTION 16 – DRESS CODE

Good grooming and personal appearance are essential elements in the teaching and learning process. Therefore, it is expected that students dress in such a manner that will ensure health and safety, and not detract from the learning environment. Furthermore, dress and personal appearance are not to be disruptive or interfere with the educational interest and welfare of the students or the purposes of public school education.

1. Students must be neatly dressed, clean and well-groomed while at school.
2. Shoes must be worn at all times by all students. Open-toed shoes are permitted, but spiked-heels are prohibited. Shoes must be tied and have straps fastened at all times.
3. Shirts and blouses should have modest and appropriate necklines, arm openings, and closures; such as crew neck, jewel neck, or boat neck. Bare midriff tops, open backed tops, halters, cleavage revealing tops, and transparent garments should not be worn. Cut-off garments are not permitted, and undergarments must be worn. Male students cannot wear sleeveless garments. Female shirt straps must be no less than a credit card in width.
4. Clothing or paraphernalia related to or associated with gang or cult affiliation or activity are prohibited. Belongings and garments must be void of controversial writings, drawings, and decals. This includes, but is not limited to, those which show firearms, alcoholic beverages or tobacco products; have obscene or suggestive statements, hand written messages, and/or illustrations, portray controversial and/or extremist groups, or which otherwise create a hostile and/or offensive learning environment. Clothing worn backwards or in any unconventional manner is not allowed.
5. Dresses or skirts may be not shorter than a credit card in length above the middle of the kneecap. Shorts shall be not shorter than 17 inches in length along the outside seam beginning at the waistband or not shorter than 4 inches from the middle of the kneecap.
6. Pants must cover the pelvic girdle (hip bones). "Slacking" will not be permitted and belts must be worn if pants/shorts have belt loops. Form fitting garments and any type of underwear are not permitted as outerwear. Sweat pants, pajama pants, and wind pants are not permitted. No oversized and/or undersized pants and shirts are allowed.
7. Sunglasses, themed contacts, hats, caps, bandannas, curlers, picks or other head covering may not be worn to school. Metal chains, wrist bands, lanyards, spiked apparel, or accessories are prohibited.
8. Garments are not allowed to have holes, rips, frays, or tears above dress/short length.
9. Vocational shop, physical education, and lab classes may develop additional dress codes to promote safety for all students or to allow for mobility for specific activities.
10. With approval of the administration, activity sponsors may establish more restrictive rules for dress and grooming as a prerequisite for membership or participation in specific activities.
11. The principal or his/her designee will make the final judgment as to whether or not a student's clothing is appropriate for school wear. Attire for special days and after school activities must be pre-approved by the administration.
12. Facial jewelry, visible tattoos, ear stretchers, excessive colored beads, and anything that draws attention to oneself in a manner that may be disruptive to the educational process is prohibited. Earrings may be no larger than the width of a credit card (2 inches).
13. Shirts, tee-shirts, athletic jerseys, and blouses must be tucked in pants or skirts. Button-up shirts must be buttoned and tucked in pants.
14. Hair shall be clean and well-groomed. Students are not allowed to wear hair past the eyebrows nor can they have any extreme hair colors.
15. Book bags, oversized purses, and back packs are not allowed. Athletic bags must be placed in designated area upon arriving at school. If a textbook can fit in a purse it is considered oversized.
16. Coats can not be worn during the school day. Seasonal modifications may be made by school administration.

### Disciplinary Action – High School Students

1st Violation – Warning

2nd Violation and 3rd Violation – T.E. (1-3 Days)

4th Violation and subsequent violations – O.S.S. (1Day + 1/each offense)

**\*Corporal punishment may be substituted for O.S.S if appropriate.**

## SECTION 17 – ADDITIONS TO THE STUDENT CODE OF CONDUCT

A copy of the Asbestos Management Plan for Oxford High School can be reviewed in the school office.

### VI. ORGANIZATIONS AND CLUBS

Any Oxford High School students holding a membership or position, whether by election, appointment or by personal choice, in any organization or club, S.C.A., publication organization and/or class officer, who by their acts bring discredit to themselves and/or the school during school hours or school activities shall be suspended from further participation in the activity for the remainder of the year. Students may be permitted to be elected, appointed, or join the next year.

Any student on disciplinary suspension may not participate in any club, organization or publication activity. This includes weekend functions if the suspension carries over to Monday.

Due to the high number of clubs at OHS and academic commitments of faculty, any club's existence will be subject to the availability of teachers and sufficient interest by students. Only clubs or activities established before the school year will be allowed during the school year. Students must be academically eligible to participate in any school clubs or extracurricular activities. (See the eligibility academic rules.)

<b>Student Council</b>	<b>FCCLA</b>
<b>Cheerleaders</b>	<b>Skills USA - VICA</b>
<b>Oxford High Band</b>	<b>SADD</b>
<b>Band Auxiliary</b>	<b>FCS/ABUNDANT LIFE</b>
<b>Oxford High Choirs</b>	<b>HOSA</b>
<b>National Honor Society</b>	<b>Class Officers</b>
<b>Key Club</b>	<b>Future Teachers of America</b>
<b>FBLA</b>	<b>Government Day</b>
<b>Omni and Gancel</b>	<b>Math Club</b>
<b>Spanish Club</b>	<b>Teen Involvement</b>

### ELECTION QUALIFICATIONS

#### STUDENT COUNCIL/CLASS OFFICERS

1. Student must maintain an 80 G.P.A. while serving as an officer.
2. Student must have no major discipline for the previous or current year.
3. Student must be in compliance with the school's attendance policy.
4. Student must have attended OHS the previous semester.
5. Exchange students or visiting students are not eligible.
6. Student can not hold office as student council and class officer.
7. Student council officers must be from junior or senior class.
8. President of student council must be from the senior class.

#### HOMECOMING

1. Only a female can be chosen.
2. Homecoming Queen is chosen from the Senior class.
3. Student must have an 80 G.P.A.
4. Student must have no major discipline for previous or current school year.
5. Student must be in compliance with school's attendance policy.
6. Student must have attended O.H.S. the previous semester.
7. Exchange students or visiting students are not eligible.

#### WHO'S WHO

1. Student must have a 70 G.P.A.
2. Student must have no major discipline for previous or current school year.
3. Student must be in compliance with school's attendance policy.
4. Exchange students or visiting students are not eligible.

5. Student who does not participate in the Who's Who reception for that year will not be nominated for the following year.

#### GOVERNMENT DAY/SPECIAL OLYMPICS

1. Student must have a 70 G.P.A.
2. Student must have no major discipline for previous or current school year.
3. Student must be in compliance with school's attendance policy.

## **VII. COMMUNITY RELATIONS AND PARENTAL INVOLVEMENT**

### **SECTION 1 – SCHOOL QUESTIONNAIRES**

At certain times during the year, the school obtains information from parents in regard to individual students. When these questionnaires are sent home, they should be returned promptly and with the necessary information in an accurate and concise manner. **Parents should make a habit of automatically informing the school of new telephone numbers or addresses. These are important at all times but especially in case of an emergency.**

### **SECTION 2 – NOTICES AND ANNOUNCEMENTS**

Report cards/progress reports/notices/announcements are sent home by the students when necessary to inform the parents of items of interest. Students should be encouraged to be responsible in delivering these announcements. Parents can also access student information by using STI-Home.

### **SECTION 3 – VISITORS TO SCHOOL**

1. Anyone not employed by the Oxford City Board of Education to work at Oxford High School is considered a visitor. ALL visitors are required to report immediately to the main office to request a visitor's pass.
2. Parents and other school patrons are welcome to visit the school at appropriately announced times. Special programs and visiting days shall be planned to provide such visits.
3. The principal is responsible for protecting instructional time and the welfare of students. Office personnel should be aware of the purpose of any visit. If at all possible, visits should be pre-arranged. Principals are authorized to take the necessary steps to deal with unauthorized visitors.
4. School-aged visitors are not allowed during the school day.

## **VIII. MILITARY RECRUITING ON CAMPUS**

In keeping with the guidelines of the Elementary and Secondary School Act and P.L. 107-110 military recruiters are allowed the same access to high school students as colleges and prospective employers. This access includes basic information such as names, addresses, and telephone numbers. Parents who wish their students to be removed from these information lists may do so by contacting their senior guidance counselor in writing and requesting their child's information not be released.

## **IX. INSTRUCTION**

### **SECTION 1– GRADUATION REQUIREMENTS**

- A student graduating from Oxford High School must earn a minimum of 24 Carnegie Units of credit and pass the Alabama High School Graduation Exam.
- A student graduating in Advanced or Honors Diploma Program must earn the prescribed 26 units of credit and pass the Alabama High School Graduation Exam.
- The counting of units for graduation begins in the ninth grade.
- Each semester of work passed will count as ½ Carnegie Unit.
- The Advanced Diploma with Honors Endorsement will be the highest diploma earned by students at OHS. A detailed description of this process may be found in the Oxford City BOE Policy Manual and current curriculum guides issued to students.

### **SECTION 2 – DIPLOMAS/CERTIFICATES**

- A high school diploma will be issued to those students who meet the graduation requirements outlined in the Curriculum Guide.

- Guidelines for each diploma type are listed in the OHS curriculum guide.
- Certificates of attendance are issued to students on an individual basis who have not earned a diploma based on Board Criteria.

### SECTION 3 – GRADUATION CEREMONY POLICY

Oxford High School graduations are held at the Lamar Stadium. In case of inclement weather an alternate site will be identified through radio and television announcements. Tickets for admission to the alternate site will be issued to seniors for distribution to their families.

*Dress and Conduct:* Candidates for graduation must adhere to a strict dress and conduct code. Students who fail to adhere to the codes or who have any outstanding school debts may not be issued a diploma. The graduation ceremony is considered an extra curricular activity and is not a guaranteed event for any student. Participation in this extra curricular activity is based on a student's behavior and adherence to proper decorum. Any deviation from the prescribed dress/behavior of the activity or the possession of any device that might detract from the ceremony may be viewed as grounds for removal from the activity.

### SECTION 4 – TEXTBOOKS

State-owned textbooks are loaned to students for use in the various subjects and, as such, should be treated as borrowed property. In case of abuse or loss of books, a pupil must pay for the textbook in accordance with scale set by The State Department of Education.

The following steps should be taken as soon as a student loses a book:

1. Go to the Main Office and find out the cost of the lost book.
2. Bring money to secretary within four (4) days and obtain a receipt.
3. Carry receipt to appropriate teacher and obtain a new book.
4. Should a lost book be found, the teacher will notify the secretary and a refund will be made to the parent/guardian.

Students should always carry textbooks to class and should never loan them to other students. **Remember that the student is responsible for any book issued in his/her name.** The student's name should be written in space provided inside cover. All books should be covered to minimize wear and tear. Students should not leave textbooks issued in their name in other students' lockers.

### SECTION 5 – LIBRARY BOOKS

The use of the library at Oxford High School and the checking out of books from it are considered privileges and should be handled as such. All lost library books are to be paid for in the library office.

Note: Unpaid fines and lost books must be taken care of before a student may take semester exams or receive a report card.

### SECTION 6 – COLLABORATIVE EDUCATION

Oxford High School supports and encourages the education of exceptional children by providing classes for exceptionalities.

### SECTION 7 – GRADING SYSTEM

The following grading system is used at Oxford High School:

<u>Excellent</u>	<u>Good</u>	<u>Average</u>	<u>Poor</u>	<u>Failure</u>
(A) 90 – 100	(B) 80 – 89	(C) 70 – 79	(D) 60-69	(F) 59 - Below
I – Incomplete		NC – No Credit		

**EXCESSIVE AND UNEXCUSED ABSENCES FROM SCHOOL SHALL BE ONE REASON FOR CONSIDERATION FOR NO CREDIT.**

### SECTION 8 – ADMINISTRATIVE COSTS

The nature of certain courses at Oxford High School may require an administrative cost for instructional supplies. The following list of courses may request an administrative cost:

#### **MISCELLANEOUS**

LOCKER/TECHNOLOGY/ASSIGNMENT BOOK 10-12/CELL PERMIT	25.00
LOCKER/TECHNOLOGY/ASSIGNMENT BOOK 9th Grade/CELL PHONE PERMIT	25.00
PARKING PERMITS	30.00

SCHEDULE CHANGE	20.00
STUDENT ID/ACTIVITY	75.00
(Admission to all home school - sponsored activities)	
ANATOMY	15.00
CHEMISTRY	15.00
TECH BIO/CHEM	15.00
AP HISTORY	15.00 *
AP CALCULUS	15.00 *
AP ENGLISH (11)	15.00 *
AP ENGLISH (12)	15.00 *
AP BIOLOGY (10)	15.00 *
AP PHYSICS	15.00 *
PHYSICS	15.00
ENVIRONMENTAL SCI	15.00
FOUNDATION PHYSICS	15.00
DRIVER EDUCATION	25.00
HEALTH (First Aid/CPR Certification)	10.00
FOREIGN LANGUAGE	15.00
CHOIR (freshman are required to purchase uniform)	50.00
BAND (auxiliary are required to purchase uniform)	110.00
THEATRE I, II, or III	15.00

**CAREER TECH/BUSINESS**

COLLISION REPAIR	30.00
GRAPHIC ARTS OVERVIEW	30.00
HEALTH OCCUPATION	35.00
FAMILY DYNAMICS	30.00
FASHION DECISIONS	10.00
HOUSING DECISIONS	10.00
PARENTING	10.00
FOOD/FITNESS	20.00
ACCOUNTING PRIN	30.00
ADVANCED ACCT	30.00
PERSONAL FINANCE	15.00
LAW IN SOCIETY	15.00
INTERACTIVE MULTI	30.00
INTEGRATED COMP	30.00
INFORMATION TECHNOLOGY	30.00
BUSINESS TECH ESSENTIALS	30.00
DC/AC FUNDAMENTALS	30.00
COMPUTER MAINTENANCE	30.00
ADVANCED APPLICATION OF GRAPHIC ARTS	30.00

15.00 FOR ONE SEM CLASS

30.00 FOR ONE CLASS

50.00 FOR TWO CLASSES IN SAME PROGRAM

60.00 FOR THREE CLASSES

\* Additional Charge for AP Exam

The cost for the course is paid to the teacher of the subject; a student should obtain and keep receipt to prove payment. OHS asks that administrative costs be paid in full by the second full week of each semester.

## **SECTION 9 – EXAMINATIONS**

Examinations are administered periodically to pupils in order to better evaluate academic progress. Each department will issue testing and assessment/evaluation criteria for all students as approved by the Administration. School activities are not scheduled on the night prior to nine-week/semester examinations. Daily tests (pop tests) may be given without notice.

## **SECTION 10 – CLASS RANKING**

For a complete explanation of class ranking, see the Oxford City Board Policy Manual/and the Oxford High School Curriculum Guide.

The following will be the procedure for ranking the senior class:

1. Grade computation will begin in the ninth grade regardless of courses taken previous to the ninth grade.
2. Computation of grades and class rank will include all scheduled courses except any non-academic class.
3. Valedictorians and salutatorians will be the top ranking students receiving the advanced diploma and will require a minimum of three (3) Advanced Placement courses or core approved dual enrollment class. Valedictorians and salutatorians must be enrolled at Oxford High School for their entire senior year.
4. The top 25 ranked seniors must be enrolled in the Advanced Diploma program, after which the remaining Advanced and Standard Diploma students will be ranked.
5. Only the top 10 ranked seniors will be seated in front of their class during the commencement ceremonies. (Any student ranked for top ten honors must be a full time student attending Oxford High School in good standing, and in compliance with attendance rules.

## **SECTION 11 – COMMUNITY SCHOOL AWARDS**

Various school organizations and community clubs recognize certain students each year for their contributions to academic and community life. The Awards Committee is comprised of teachers and staff members who select the school award recipients and furnish a listing of students as possible candidates for the community awards.

## **SECTION 12 – HOMEWORK**

Regular homework is encouraged and is considered to be an essential part of academic success. School work is necessarily organized in such a way that study (homework, projects, reports, etc.) outside of school hours is necessary for the student to enhance educational development. Homework will be a part of departmental guidelines.

## **SECTION 13 – MINIMUM REQUIREMENTS FOR PROMOTION FROM GRADES NINE THROUGH TWELVE**

To pass ninth grade, a student must have earned six (6) credits. One credit must be in English, one credit in math, one credit in science and one credit in social studies.

To pass tenth grade, students must have earned twelve (12) credits. Two credits must be in English, two credits in math, two credits in science and two credits in social studies.

To pass eleventh grade, students must have earned seventeen (17) credits for a standard diploma. Three credits must be in English, three credits in Math, three credits in Science and three credits of Social Studies.

For the class of 2004 and beyond, a student must have seventeen (17) credits for a Standard Diploma and nineteen (19) credits will be required for an Advanced Diploma. These two requirements must be met in order for students to be classified as seniors. Students must pass all requirements listed for the diploma they are pursuing (see Curriculum Guide/BOE Policy Manual) and all required sections of the Alabama High School Graduation Exam in order to earn a diploma.

## **SECTION 14 – SEMESTER GRADES COMPUTATION**

Semester grades are computed by multiplying each nine weeks average by two, added to the semester test grade and divided by five. This result will be the semester average.

## SECTION 15 – SEMESTER EXAMS/EXAM EXEMPTION (10TH-12TH GRADE)

Semester Average	Attendance**
70-79	Less Than 4 Excused
80-89	Less Than 6 Excused
90-100	Less Than 9 Excuse

### ADDITIONAL CRITERIA:

1. Semester average of 69 & below cannot be exempt.
2. No class 3 offenses or out-of-school suspensions.
3. No unexcused absences (T.E. counts as excused).
4. Cannot owe any fees.
5. Cannot owe for any textbooks.
6. All absences (T.E., dress code, T.E.-tardy, check-out/check in) out of class count toward total number of absences – school activities do not count.

Semester Exam Retake: Semester exam re-test will be given to seniors if the exam grade determines passing or failing in regard to graduation (one time only). Any student who passes both nine-weeks of the semester and fails due to a low exam score may be given one re-test before a final grade is determined, if not due to disciplinary action(s).

### If you do not meet time requirements for turning in excuses – **you will not be given a waiver.**

On semester test days, students will be transported from school immediately following the conclusion of the testing session. Lunch will not be provided.

## SECTION 16 – ACADEMIC OPPORTUNITY PERIOD GUIDELINES:

**Academic Opportunity will be offered at the end of the school day during the regularly scheduled 8th period.**

### Which students should be assigned to the Academic Opportunity period?

- Those needing credit recovery from 1st semester
- Those needing content standard recovery from 3rd nine weeks
- Those failing your class
- Those needing to make up work
- Those needing extra work or tutoring
- Students involved in any extra-curricular program (sports, band, etc.)
- If none of the above, those with a “D” in the current nine weeks or previous grading period
- Or any other academic related reason for needing a student

### Do certain student needs take priority over others?

The AO list will be prioritized by student need(s) as follows:

- Priority 1. Students needing credit recovery from the previous semester (specify if PLATO is to be used).
- Priority 2. Students needing content standard recovery from a previously failed nine weeks (specify if PLATO is to be used).
- Priority 3. Students needing to retake/redo failed work/content standard from the current grading period.
- Priority 4. Students needing extra help or tutoring.
- Priority 5. Students with a current “D” average in their class. \*\*
- Priority 6. Other academic related issues.

### When are students notified of their assignment to the Academic Opportunity period?

In general, students will not be notified of their AO assignment until they arrive at homeroom the day of AO. The list will be announced by homeroom teachers. EXCEPTION: For preparation purposes, students attending AO to make up a test should be notified well in advance.



### **How long does a student remain in their Academic Opportunity period?**

Students assigned to AO will remain with the assigned teacher or be passed to the next teacher on the student's list as work is completed. No student assigned to AO will be dismissed to the gym/stadium upon completion of their AO work.

### **Where do students go during the Academic Opportunity period if they have no academic needs?**

These students will be allowed to go to the rock stadium or gym (depends on the weather) and relax. Students who become a behavior problem in the gym/stadium will, in the future, be assigned AO work regardless of their academic status.

### **What about students who are involved in extra-curricular programs?**

Students involved in extra-curricular programs will be assigned an AO study hall provided none of their teachers have given an AO assignment. If the student is given an AO assignment by a teacher, they should report to the study hall upon completion of this assignment. Because of the large amount of time devoted to extra-curricular participation after school, these students need to learn to take advantage of opportunities to "get ahead" in their academics.

## **SECTION 17 – STUDY SKILLS FOR GOOD STUDY HABITS**

1. Come to class prepared with pencil, paper, and other necessary materials.
2. Be an active participant in class. Listen well and take part in class.
3. Ask questions to clarify problems.
4. Plan your day and schedule time for homework.
5. Use what is learned and apply it to new situations.
6. Strive to do the very best work possible.

*The following information is given in addition to the information previously presented in this handbook and applies only to students enrolled in the Freshman Academy. The contents of this handbook apply to all students in the Academy. This section presents information that is in addition to previously presented information and is to be applied by all Academy students.*

## **SECTION 1 - ABOUT THE ACADEMY:**

The Freshman Academy will prepare and assist in your transition from middle to high school. The rigors of high school are unlike your previous school experiences. The Academy was created with this fact in mind and with the goal of equipping you with the tools and know-how to enjoy a successful high school career.

The Academy is structured from top to bottom. You are expected to show up each day prepared to engage in intense studies, lectures, classroom participation, and discussions. Academy expectations are very high and we will expect much of you, more than has been expected of you thus far. Your teachers will push and drive you to be and give your best. Any thing less from you will be unacceptable.

There will be no excuses in the Academy. You will get the job done. You will act as you ought to act at school. You will come prepared. There will be no excuses for failure, whether it is failure to complete work, come prepared for class, or to choose to do what is right at school. You are expected to do your best and be successful.

Every teacher in the Academy is here because they are among the best at what they do. We are giving you the best in teachers. In return, we will expect you to give teachers your best in classroom performance and behavior. In fact, this is not just an Academy expectation, but an Oxford expectation. Our school, community, city government, and parents expect Oxford and Oxford students to be the best. There is no greater honor than to be a member of a school that is expected to be the best. You are at such a school!

## **SECTION 2 – ACADEMY ADVISOR:**

You will be assigned a teacher advisor to assist you throughout the school year and to monitor your academic progress, behavior, and attendance. Your advisor will meet with you periodically to discuss your progress.

## **SECTION 3 - ACADEMY CLASSROOM RULES:**

Every classroom in the Academy will operate under the same six basic rules and guidelines. These items are posted in every class and will be explained by your teachers. In addition to the six Academy classroom rules, the OHS Expectations will govern your conduct throughout the day.

## **SECTION 4 - ACADEMY JUNIOR BETA CLUB:**

The qualifications for membership on the part of the student shall be: (a) worthy, moral and ethical character, (b) good mentality, (c) creditable achievement, (d) commendable attitude, and (e) overall student behavior. The standards and means for appraising these qualities shall be determined by the administration of the Academy. Induction into the Jr. BETA Club will be based on first semester performance. There is a one time Jr. BETA Club membership fee. Ask your counselor for additional detailed information and academic qualifications.

## **SECTION 5 - ACADEMY NOTEBOOK:**

Every student in the Academy will have one notebook that contains tabbed sections for each class. Your notebook will be a black, two inch, three rings (D type) binder. You are required to take your notebook home and back to school each day.

## **SECTION 6 - AFTER SCHOOL DETENTION AND 8<sup>TH</sup> PERIOD:**

ASD or 8<sup>th</sup> period will be conducted for 30 minutes before or after school at the time decided on by the Administrator. ASD or 8<sup>th</sup> period may be used as a form of classroom discipline by a teacher. When a student is assigned ASD or 8<sup>th</sup> period, a referral/notice will be sent home with the student to the parent. This notice must be signed by the parent and returned to the referring teacher/administrator by the student. Failure to do so may result in additional days being assigned and/or a referral to an administrator. The referral will designate the day(s), classroom, and teacher in charge. Typically, a notice is sent home one day with ASD or 8<sup>th</sup> period being assigned for the next available day. It will be the responsibility of the parent and student to arrange for transportation home. While in ASD or 8<sup>th</sup> period students may be asked to complete disciplinary packets related to the reason(s) for the referral. Any misbehavior in ASD or 8<sup>th</sup> period, which includes failure to work, will result in a referral to an administrator. ASD and 8<sup>th</sup> period may also be used to fulfill the purpose of our no zero tolerance policy (see Section 25).

Students failing to attend ASD or 8<sup>th</sup> period at the time assigned by teacher/administrator may be removed from any or all elective classes and placed in a class where missed work/tests (or other assignments) will be completed. Attendance in ASD or 8<sup>th</sup> period will be categorized as follows:

- Level I: Student attends when assigned
- Level II: Two unexcused absences from ASD/8th period. Parent notified and student warned.
- Level III: Five or more unexcused absences from ASD/8th. Parent notified and student removed from elective courses up to the remainder of the school year. Note: this may result in a student not earning credit in the elective course(s) from which he/she is pulled.

## **SECTION 7 – ATHLETIC AND EXTRA-CURRICULAR ELIGIBILITY:**

Participation in athletics, band, cheerleading, choir, and clubs is contingent upon your success in the classroom. Grades are important and you must make the grade to participate in extra-curricular activities. Refer to the Code of Student Conduct and Board of Education Policy related to eligibility. In addition to grades, your conduct at and away from school may influence your eligibility. Students not making satisfactory progress toward graduation may be declared ineligible for participation in any extra-curricular activity or program.

## **SECTION 8 - BELL RINGERS:**

When you enter your classroom there will be a topic on the board, overhead projector, a PowerPoint, etc. You will immediately be seated and begin working on the topic ("bell ringer"). For nine weeks the bell ringers will deal with four survival skills: homework, organization, test taking, and note taking. Each core subject teacher will take a turn teaching the survival skills as they relate to their course. The bell ringers will assist you in the development of skills needed to be successful in school. You are to take them seriously and apply them as instructed by your teacher. A section of your Academy notebook will be devoted to "bell ringers" and will serve as a reference tool throughout your schooling.

## **SECTION 9 - BUS RIDERS:**

Bus transportation is a privilege and service provided by Oxford City Schools. Your bus riding privilege is contingent upon your decision to follow all bus rules (see Code of Student Conduct). Simply stated, any behavior by a student that causes the driver to take his/her eyes off the road may result in your removal from the bus. This removal may be permanent. Conduct yourself on a bus as you do in a classroom.

## **SECTION 10 - CHARACTER EDUCATION PROGRAM:**

The Academy is committed to producing well-rounded individuals. We not only believe your education to be important, but also you as a person. An intelligent individual who is without character is less likely to be successful in life. On the other hand, a well educated person of character has before him/her an endless list of opportunities.

In addition to your regular classroom work, time has been allocated for the purpose of teaching and discussing various character traits, values, and choices you will make at school and in life.

Our character education program will be held at the beginning of fifth period each day. We'll begin with the pledge of allegiance being led by you or one of your peers. The pledge will be followed by a moment of silence and reflection. There will be a daily drug related presentation. The remaining time will be devoted to character related topics. The discussions will be conducted over the Academy intercom. During the program you are expected to give your undivided attention to what is being said. Teachers may choose to include test questions related to character education presentations. It is therefore imperative that you pay attention. In many instances your teacher will deem it beneficial to continue a discussion of the topic of the day.

Students interested in participating in the character education program should notify their teacher, counselor, or Academy administrator.

## **SECTION 11 - CHECK IN AND CHECK OUT LOCATION:**

Academy students who arrive late to school will check in at the Academy office. Refer to the check in and check out policy of this handbook for additional details.

## **SECTION 12 - COMMONS AREA:**

When you arrive at school each morning you will report to the old football stadium. You will be seated and wait for the ringing of the first bell. There will be no horse playing, running around, or the like. Be seated and wait for the bell.

## **SECTION 13 - DISCIPLINE PACKETS:**

Teachers and the Transitional Education (TE) program may issue discipline packets to students with behavioral and/or classroom readiness/participation problems. The packet may be given in lieu of a student being referred to an administrator. Discipline packets must be completed and returned to the issuing teacher by the given deadline. The packets must be legible and contain mature responses. Failure to complete and return packets may result in a referral to an administrator. Discipline packets may also be assigned to students in After School Detention.

## **SECTION 14 - EXTRA-CURRICULAR PARTICIPATION:**

You are strongly encouraged to participate in extra-curricular activities. These include sports, cheerleading, band, and choir. You are expected to support Oxford students when they compete and/or perform. This is a long standing tradition at Oxford.

## **SECTION 15 - FRESHMEN DRIVERS:**

No student enrolled in the Freshman Academy is allowed to drive/operate or park a motorized vehicle on campus.

## **SECTION 16 - HALLWAY CONDUCT:**

When you enter the hallway you must immediately move to your locker and/or next class. Students will not be allowed to gather or congregate in the hall or doorways. Stay to the right side of the hall as you move from place to place. Yelling, screaming, running, pushing, or otherwise disruptive behavior is not allowed in hallways.

During class changes you will use the east end stairs to move up to the second floor and the west end stairs to move down to the first floor. At any other time stairs may be used as needed.

## **SECTION 17 - HOMEWORK POLICY:**

Homework is a vital part of the learning process in the Academy. Homework given by your teachers is designed to allow you to practice essential skills and/or further study topics discussed in class. In order to maintain acceptable progress it is imperative that all homework be completed.

Due to the vital role homework plays in the Academy, teachers will assign After School Detention or 8<sup>th</sup> period to any student failing to complete homework to the specifications of the teacher. During ASD you will be required to complete any incomplete homework and other work assigned by the teacher. Students failing to attend ASD or 8<sup>th</sup> period will be referred to an administrator.

## **SECTION 18 - INTERACTION WITH UPPER CLASSMAN:**

Interaction with 10th, 11th, and 12th graders is not allowed by Academy students. You are a separate school within a larger school. Your interactions are limited to one another.

## **SECTION 19 - LUNCH:**

The following procedures and expectations will guide you through the lunch period:

1. At the appropriate time, your teacher will escort you to the lunchroom.
2. You will move to the lunch room in a single file line. There will be no talking in the hall.
3. When you arrive at the lunchroom there will be three serving lines from which you may choose.
4. After choosing the line in which to be served, you will stand in a straight line as you move through the serving area. Breaking line is against the rules.
5. Once served, you will report to and be seated at the table(s) assigned to your class.
6. You will remain at your assigned table while eating. No student will be allowed to leave their table or the lunchroom without permission from their teacher.
7. After you finish eating your meal, you may leave your table to dispose of all trash. No food, drinks, cups, etc., may be brought out of the lunchroom. Lunchroom trash remains in the lunchroom.
8. After disposing of your trash, return to your assigned table.
9. Your teacher will inspect the table for cleanliness. Your table must be clean – no trash, no napkins, no spills, no food, no crumbs – can be left at the table. Each teacher will assign a student(s) to further clean the table and surrounding area as needed.
10. Your teacher will dismiss you back to your class after he/she inspects and approves the cleanliness of your table. No one leaves the lunchroom until their table is clean.
11. Once dismissed by your teacher, you will return to class in a straight line. There will be no talking in the hall.

## **SECTION 20 - MOVEMENT IN AND AROUND THE ACADEMY:**

You are not allowed in the high school during the school day. You will remain in the Academy except for the purpose of attending classes outside the Academy.

## **SECTION 21 - RESTROOMS:**

There is ample time between classes for you to use the restroom. You will not be allowed to go to the restroom during class. Your teachers consider their class too important for you to miss. It is therefore imperative that you use the restroom before going to class. There will be no gathering or hanging out in the restrooms. Restrooms serve one purpose. Enter only for this purpose.

## **SECTION 22 - RETENTION POLICY:**

No ninth grade student will be allowed to return to the Freshman Academy the following school year in order to make up credits (failed courses). These credits must be made up during summer school or through other approved sources. It will be the responsibility of the student and parent to make arrangements for making up any failed courses.

## **SECTION 23 - SEMESTER EXAMS:**

All Academy students will take semester exams. Exception: Students who scored four (4) on the eighth (8th) grade ARMT may qualify for exemption from first semester exams.

## **SECTION 24 - TIME BETWEEN CLASSES AND THE BELL:**

There is a period of five minutes between classes. This does not mean you have five minutes to get to your next class. The bells are a means of communicating with Academy teachers, not students. The bell neither begins nor ends a class in the Academy. Your teacher decides when class begins and ends. When class is dismissed by your teacher you will immediately move to your next class. Your teacher may begin class prior to the ringing of the second bell. Unexcused tardies will result in a referral to an administrator.

## **SECTION 25 – ZEROS AREN'T PERMITTED (ZAP):**

You will be expected to put forth your best effort in completing all assigned work and tests. You will not be allowed to make zeros due to a lack of effort. In the Academy zeros aren't permitted. You will be assigned and required to attend After School Detention (ASD) for the purpose of completing or making

up work and/or tests for which you earned a zero. Students owing any work, tests, assignments, etc., will not be allowed to participate in or attend school day programs, events, or activities (examples include pep-rallies, plays, Who's Who, games, etc.).

## **SECTION 26 – EXTRA-CURRICULAR PARTICIPATION ACADEMIC ELIGIBILITY POLICY:**

*The following policy is in addition to the academic eligibility requirements provided by the Alabama High School Athletic Association and the Oxford City Schools Board of Education.*

Students involved in any extra-curricular activity or program (examples include band, choir, athletics, school day events such as attending a play) will be declared academically ineligible for participation in the activity if they have incomplete coursework, assignments, homework, or tests. An academically ineligible student may not participate in after school activities related to the extra-curricular program (examples include practice, games, competition). In instances where incomplete coursework is due to an excused absence, a student remains eligible for the period of time given by a teacher to make up course requirements following an excused absence provided such arrangements are made within three days of the excused absence. Failure to meet the terms of such arrangements or any part of this policy will result in the student being issued a *Notice of Suspension of Extra-Curricular Eligibility* by the teacher of the affected course. Ineligibility is declared and eligibility is restored only with administrative approval. \*\*

\*\* School administration reserves the right to extend ineligibility beyond the completion of course requirements. Exceptions to this policy must be approved by school administration.

### **Procedures:**

1. Teacher will notify student of incomplete course requirement(s).
2. A *Notice of Suspension of Extra-Curricular Eligibility* will be completed and given to the student.
3. The student will be informed that all course requirements must be met by the following day or he/she will be declared academically ineligible for extra-curricular activities.
4. On the day of issuance the teacher will distribute copies of the *Notice of Suspension of Extra-Curricular Eligibility* to all affected parties.
5. Student will remain ineligible pending completion of course requirement(s) and restoring of eligibility by the school administration.

## **SECTION 27 – FOOD AND DRINKS:**

No food or drinks are to be consumed in the Academy building. Academy students are not allowed to chew gum. Clear, unflavored water, is permitted for consumption in the Academy provided the teacher allows water consumption in his/her class. Three or more gum violations will result in an office referral.

## **SECTION 28 – LOCKERS AND STORAGE AREAS:**

Male lockers are located on the 2<sup>nd</sup> floor and female lockers on the 1<sup>st</sup> floor. Locker sharing is prohibited. Storage areas for extra-curricular activity bags and equipment are located on each floor. These items cannot be stored in lockers.

## **DIRECTORY, ACTIVITIES, AND INTERNET USAGE**

**Directory Information:** The Family Educational Rights and Privacy Act (FERPA) gives parents certain rights regarding their child's educational records. Oxford High School designates student names, grade levels, addresses, and phone numbers as directory information. During the course of the year information is released to legitimate 2 and 4 year colleges, military recruiters, prospective employers and graduation product vendors. Any parent wanting their child's information withheld from any/all of these entities should submit a written request to their child's guidance counselor.

If you would like to review the material in your child's folder, you may call the school and schedule with the secretary a time to review the records. To review an IEP, you should contact the Case Manager who works with your child. If you feel that any information in the records is false or misleading, you may request to have the information changed by discussing the issue with the principal.

Oxford High School limits those who have access to the files or their contents to those persons who have legitimate educational interest in the child. These people would include the principal, counselor, teacher, and the secretary who maintains the records. When requested, we share needed information with the Department of Human Resources and supply any information subpoenaed by a court of law. Should the child transfer to another school, we honor a "request for records" from the child's new school.

If you wish us to release information in your child's records to anyone else or any other agency (such as a member of the medical community or post secondary schools), we will do so provided you have signed a release. (Generally, the requesting agency will have you sign a release, and they will send us a copy of that release).

From time to time, your child's school may wish to publish examples of student projects, group photographs, or student recognitions on the Oxford City Schools' Internet server. A student's personal information will NOT be published on any Oxford City Schools web sites. Pictures used on the Oxford City Schools' web sites may include but are not limited to students when they are involved in projects, when they are in large groups, or when they receive recognition. Selected school materials to be published on the web could include: art work, written papers, videos, class projects and/or computer projects.

**Internet Usage:** Students may not be allowed computer access until this form has been completed, signed, and returned. If you have any specific questions regarding the policy, please contact the Technology Coordinator at your school. The complete text of the Oxford City Schools' technology policy can be found in the Code of Conduct and on the Internet at:

<http://www.oxford.k12.al.us/>

**Curricular Activities Participation:** Any school dances and/or activities to include Prom, Homecoming Court, Co-Curricular/Extra Curricular Activities, etc. held at the school or any off campus facility will be sponsored by a club or organization affiliated directly with OHS. The Code of Conduct is in effect at all school activities. Students and guests are required to abide by all school rules and regulations at any school events. Guests will be admitted at the discretion of the school administration and on the basis of procedures prescribed by them. School officials reserve the right to deny entry to any person. All persons attending are required to abide by school rules. Only students "adequately progressing" and in "good standing" while attending Oxford City Schools and their guests are allowed at any school functions. "Adequately progressing" and "good standing" includes but is not limited to a student's academics, attendance, and discipline as determined by the principal.

**\*\*\*Both parent and student must sign the back of this page and return it to the school no later than August 27th.**

## **ACKNOWLEDGMENT FORM**

Your signature on the "Acknowledgement Page" indicates your permission as follows:

I hereby give the Oxford City Schools the right and permission to publish/use photographs, directory information or video and/or audio tapes of my child, a student, registered in an Oxford City School.

I understand that such reproductions could be used to publicize/promote the school district through its own media productions or through the commercial media.

I waive any right to inspect and/or approve the finished product and do release the Oxford City Schools from any liability by virtue of distortion by processing. I further agree that these items may be used for publication, broadcast or reproduction without limitation, or reservation or any fee.

I understand if my child is not adequately progressing in school, the administration reserves the right to disallow my child participation in any school dances and/or activities to include Prom, Homecoming Court, Curricular Activities, etc.

I acknowledge that I have read, understand, and agree to all terms in the Oxford City Schools' Technology Usage Policy as outlined in the Oxford City Schools' Policy Manual. I further understand that, as a user on the Oxford City Schools' network, I am responsible for appropriate behavior when using any Oxford City Schools' technology resource. I understand that any or all of the following disciplinary actions could be imposed if I break any of the rules in the policy:

- Loss of access to any technology resources such as but not limited to computers, printers, the Internet, and/or video equipment;
- Additional disciplinary action determined as appropriate at a specific school by school staff; and/or
- Legal action, when applicable.
- I also understand that this agreement will be binding during my entire career at my current school.

In addition, I accept responsibility, knowing that I have given my permission, and to rescind that permission when and if I deem it disadvantageous or inadvisable to have my child featured in such a manner. (If you prefer your child not be involved in these types of activities, we will respect your wishes by initialing below.)

**Student Name (Please Print):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Parent Name (Please print):** \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_

\_\_\_\_\_ I would like to option my child out of the Activities and Internet Usage policy. I understand by initialing in the line above I am optioning out of both policies and my child will not be privileged to use the school internet or participate in any school dances and/or activities to include Prom, Homecoming Court, Co-Curricular/Extra Curricular Activities, etc.





OXFORD HIGH SCHOOL WOULD LIKE TO THANK THE FOLLOWING ORGANIZATIONS FOR THEIR CONTINUED SUPPORT OF OUR STUDENTS!



*Supporting Oxford Athletics*



*Jacket Pride Booster Club*

*GO BIG “O”*

*Oxford Band Boosters*

