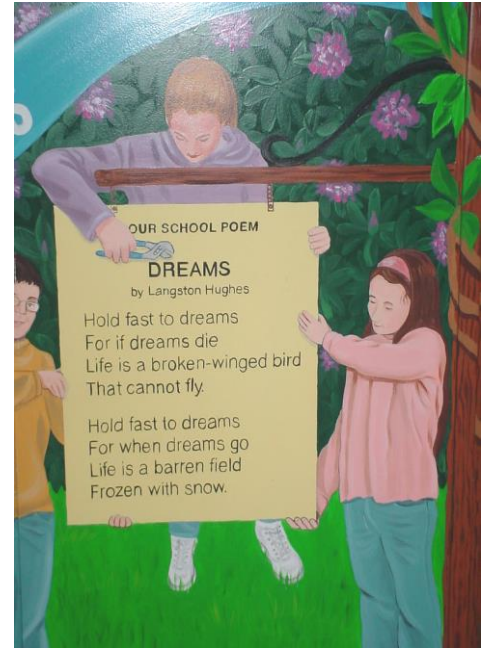


# Oxford Center School

## *Student-Parent-Teacher Handbook*



*for the*  
**2018-2019**  
School Year



**Celebrating Children and Learning**

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This handbook has been prepared to offer you a greater understanding of the daily routine and procedures followed at Oxford Center School. Additional information regarding Oxford Center School is available on our website at: [www.oxfordpublicschools.org/center/](http://www.oxfordpublicschools.org/center/)

**Board of Education**

Susan O'Brien- Chairman  
Diane Soracco - Vice Chairman  
Shelley Lacey-Castelot - Secretary  
Stephen Brown  
Amy Cote  
Stephen Kozek  
William Miller  
Robert Pettinella  
Victor Tomporowski

**Administration**

Ana V. Ortiz, Superintendent  
Heath Hendershot, Principal  
Rebecca Cavallaro, Director of Pupil Personnel Services  
Olga Simoes, Director of Finance  
Silvia Ouellette, Curriculum Coordinator

**The 2018-2018 PTO Board**

Amanda Burlinson. President  
Brudnell Bowen – Vice President in charge of Membership  
Kim Swanat, Secretary  
Lisa Suttle, Treasurer  
Kate Bittner, Book Fair/Holiday Shoppe  
Susan O'Brien, Book Fair/Holiday Shoppe  
Vacancy, Children Programs  
Jim Sanders, Heidi Roddy – Auction Committee  
Sue O'Brien, Board of Ed Liaison  
Keith Somers, Adult Programs  
Vacancy, Fundraising  
Pam Miller, Hospitality/Sunshine  
Lisa Suttle, Brudnell Bowen - Clothing/Shred Drive  
Kate Bittner - Fundraising Box Tops  
Heidi Roddy, Publicity/Newsletter  
Heidi Roddy, Website  
Lisa Suttle, Adult Vendor Trip  
Rachael Cacace, Principal QFS  
Heath Hendershot, Principal OCS  
Anthony Hibbert, Principal GOMS  
Dorothy Potter, Principal OHS

PTO Email address: [oxfordpto@aol.com](mailto:oxfordpto@aol.com)

PTO Meetings will be held at Great Oak Middle School in the Library on the third Thursday of every month with the exception of November 20<sup>th</sup> due Thanksgiving Holiday and our April meeting which will be held on April 11<sup>th</sup> due to Spring break.  
Meetings begin at 6:30 p.m.

**OXFORD BOARD OF EDUCATION MEETING SCHEDULE  
2018-2019**

**Start time: 7:00 p.m.**

**Meetings will be held once every month.**

**Location of all meetings: Oxford High School, Library Media Center**

**Board of Education Meeting Dates**

**Tuesday, August 21, 2018 Board Retreat**

**Tuesday, September 11, 2018**

**Tuesday, September 25, 2018**

**Tuesday, October 9, 2018**

**Tuesday, October 23, 2018**

**Tuesday, November 13, 2018 (*Quaker Farms School Media Center*)**

**Tuesday, November 27, 2018**

**Tuesday, December 11, 2018**

**Tuesday, January 8, 2019 (*Oxford Center School Media Center*)**

**Tuesday, January 22, 2019 Budget Workshop**

**Tuesday, February 12, 2019**

**Tuesday, February 26, 2019 Budget Workshop**

**Tuesday, March 12, 2019 (*Great Oak Middle School Media Center*)**

**Tuesday, March 26, 2019**

**Tuesday, April 9, 2019**

**Tuesday, April 23, 2019**

**Tuesday, May 14, 2019**

**Tuesday, May 28, 2019**

**Tuesday, June 11, 2019**

**OXFORD CENTER SCHOOL**  
**Faculty and Staff Organization**  
**2018 – 2019**

**PRINCIPAL**

Heath Hendershot

**ADMIN. ASSISTANT**

Kathleen Cole

**CLERK TYPIST**

Ashley Pryde

**NURSE**

Heather Elken, R.N.

**LANGUAGE ARTS COORDINATOR**

Lindsey Nichols

**MATH COACH**

Vacant

**SCHOOL PSYCHOLOGIST**

**GRADE 3**

Melissa Abbott

Karen Conlin

Kelly Hovan

Tara McGill

Shannen Sharkey

Eileen Westgate

**GRADE 4**

Rebecca Corrigan

Toni Driscoll

John Lester

Terri Neth

Aaron Reich

Susan Richter

**GRADE 5**

Michael Bunce

Nancy Cersonsky

Andy Luchina

Damon Ott

Thomas Prefontaine

Bob Wheeler

**SPECIAL EDUCATION**

Amy Battaglia

Rachel Marlak

Max Orner

Maegan Plavnicky

Amanda Sepulveda

**SPEECH & LANGUAGE THERAPY**

Nancy Slugaski

Krystal Payne

**OT/PT**

Carrie Scalo

Bonnie Gilson

**EARLY INTERVENTION**

Karen Harper

Jackie Marshak

Prudence Weaver

**UNIFIED ARTS**

Alicia Lombard - Art

Janice Redfern – Library/Media

Mary Ann Sporcic – Music

Physical Education – Brian Cranwell

Kelly Lubanda - Library Tutor

**PARAPROFESSIONALS**

Leanne Aldrich

Karen Burke

Maureen Cerulli

Rosa DeSousa

Madeline Hanusovsky

Sue Howard

Lauren Meier

Carol Morosko

**ELL TUTOR**

Kaitlyn Bogue

**SOCIAL WORK**

Christine Carroll

**BEHAVIORAL ASISTANT**

Michelle Semosky

Teresa Twombly

**MONITORS**

Kathy Forcier

Lauren Karcher

Tammy Pasuth

Tracey Streit

**CUSTODIAL STAFF**

Bill Brainard

Ryszard Konopka

Peter Nelson

Jonathan Ribas

**KITCHEN STAFF**

Diane Vornkahl

Candy Cleveland

Courtney Taylor

## **SCHOOL HOURS**

### **Regular Full Day**

**9:00 a.m. – 3:30 p.m.**

### **Early Dismissal Days**

**9:00 a.m. – 1:30 p.m.**

### **Late Openings**

**Late openings are always 2 hour delay**

**11:00 a.m. – 3:30 p.m.**

### **Emergency Announcements**

During periods of inclement weather, it is strongly recommended that parents listen to local television and radio stations or check our website when there is a likelihood of a cancellation or delayed opening. These announcements will be made over the following radio stations: **WEBE(107.9 FM), WDRC(102.9 FM), WKCI(101.3 FM), STAR(99.9 FM), WICC(600 AM), WATR(1320 AM)**; or on the following television stations: **WFSB-Channel 3, WTNH-Channel 8 and WVIT-Channel 30**; and at [www.ct-weather.com](http://www.ct-weather.com). If there is no school, an announcement will be made no later than 6:00 a.m. Additionally, you can check the website at [www.oxfordpublicschools.org](http://www.oxfordpublicschools.org) for more information. In the event of an early dismissal, the superintendent will utilize Code-ED, a phone messaging system and the media listed above to alert you to an early closing. If schools are closed or if there is an early dismissal, all sporting and evening events will be canceled. If there is an early closing, an announcement will be made by 11:00 a.m., if possible.

**In the event of a 2 hour delay, the morning preschool and kindergarten sessions will be canceled.** The afternoon session times remain the same. **In the event of an early dismissal, the afternoon sessions of preschool and kindergarten will be canceled.**

**Please see individual school listings in this directory for more information on school schedules.**

### **Release of Students From School:**

No child is allowed to leave school without being signed out by a parent or authorized adult. A child normally riding the bus should bring a note in the morning if the child is going to be picked up that day, either by the parent/guardian or someone authorized by the parent/guardian. Also, if your child is not allowed to go with a certain person(s), that information must be given to the school office in writing. While we do not allow any child to leave without permission, we need any information necessary to ensure the safety of our students.

### **Early Dismissal Procedure**

Under no circumstances may a student leave the school or school grounds during school hours without permission from his/her parents/guardian and the school administration. Notes for a student's early dismissal must be brought to the front office in the morning. The student must be signed out in the front office. If someone other than a parent/guardian picks up the student, the person appearing in the school office should bring a note of identification from the parent/guardian. No child is dismissed into anyone's custody unless an authorized school official identifies that person and permits dismissal.

### **Buses:**

Children will be permitted to change buses only for emergency reasons. Permission to change buses must be granted by a building administrator. Please send a note in with your child to present to his/her teacher or the secretary. All-Star Bus Transportation phone number is (203) 888-2128.

### **Visitors:**

Parents and other visitors are welcome to visit all the Oxford Public Schools. It is asked that a request be made at least one day in advance to allow the teacher time to make any arrangements necessary to minimize classroom disruptions.

**ALL VISITORS MUST FIRST REPORT TO THE MAIN OFFICE FOR CLEARANCE**

### **VOLUNTEERS:**

All school volunteers are required to sign in and out at the school office

## **HELPFUL AND NECESSARY INFORMATION**

### **Arrival**

Children begin arriving at 8:40 a.m. when the first buses come. Supervision begins at that time. Parents who drive their children to school are requested not to leave their children at school prior to 8:40. School officially begins at 9:00 a.m. Note that there is no coverage for students arriving prior to 8:40 a.m.

### **Dismissal**

Children will be dismissed from their classrooms at 3:30. Bus students will go to the Main Building to be staged by bus number and board the bus once it arrives. Students being picked up by parents/guardians will go to the Gazebo and be assisted into cars (please see the drop-off and pick-up procedures below). Parents must notify the office (emails or written notes are preferred) should there be changes in transportation/destination. In such an event, the following protocol will be followed.

- The office staff will verbally contact the teacher and leave a bus pass (if going by bus) in the teacher's mailbox when a student is to go somewhere other than their normal destination.
- Classroom teachers will check their mailboxes for bus notes including the date and destination.
- If there is any confusion, communication with parent/guardian will occur during the school day to clarify the issues/concerns.
- Bus drivers will require a bus note and check the date when a student tries to enter a bus that they do not typically ride.
- Attendance will be taken at afterschool activities and cross referenced with the office to make sure that all students are appropriately accounted for.

### **Drop-offs and Pick-ups/Car and Parking Regulations**

Parents picking up or dropping off children during the school day should go to the office. Children must be called for at the office and not be expected to meet their parents at their car.

During arrival and dismissal times traffic conditions at the school are often congested. Parents are requested to use caution and to observe the following regulations. Families that provide their own transportation to and from school may drop-off/pick-up children from the Grange parking lot. The Grange parking lot is connected to the large parking area located on the left side of the bus loop. Car traffic should use the Grange driveway to enter and exit the lot. This driveway is located to the left of the exit from the school. Parents/guardians who are dropping-off or picking-up their child(ren) should remain in their cars to minimize the congestion in the gymnasium, classroom, office, and patio areas. The Oxford Center School drop-off/pick-up times are as follows:

\*Students may be dropped-off between 8:40 and 9:00 a.m.

\*Students may be picked-up between 3:30 and 3:45 p.m.

Due to the fact that we need to safely load and unload 18 busses and 2 vans, **THE BUS LOOP WILL BE CLOSED TO CARS FROM 8:30 - 9:00 IN THE MORNING AND FROM 3:20 - 3:50 IN THE AFTERNOON.** Staff members will be present to ensure safe passage between the Grange Parking Lot and the school. Adhering to the Oxford Center School Drop-off/Pick-up Procedures will make the bus loop and parking areas safer for children. We appreciate any efforts that you will make to accommodate these procedures.

### **Asbestos Notice**

The Asbestos Hazard Emergency Response Act (AHERA) requires that all schools have a written plan for monitoring any asbestos that may be found in the building. Our plan was submitted to the State Department of Health in 1990 and approved. The regulations also require that we periodically notify parents and staff that the plan exists and that it is available for inspection in the school office.

### **Change in Family Circumstances**

Divorce and changes in family situations can create great stress for children. Being separated from an important family member and the events leading up to that separation can greatly affect a child's behavior and his/her ability to learn. If such a situation develops in your family, please discuss the matter with the principal, teacher(s), or school psychologist. By knowing what is happening we can do more to help your child(ren) cope with the situation. Your concerns will be kept in the strictest confidence.

### **Disclaimer Regarding Personal Property**

The Oxford School System is not responsible for personal property kept in desks or other school areas which is stolen and/or damaged. Students are advised that valuables stored in school areas are done so at the student's risk. The Oxford School System will not be responsible for the replacement and/or repair of such personal property. Trading cards, Video Games, iPod, and toys have been



causing an increasing amount of interruptions to the teaching and learning process. These items are appealing to most children and many adults; however, they have a time and a place. School is neither the time nor place. These items are distracting in the classroom, cause disputes throughout the school day, and limit physical activity during recess. Students are asked not to bring these items to school. If you or your child has a question about whether an item can be brought to school, please ask his/her classroom teacher. We are asking for your support in making sure that your child understands and adheres to this policy. On behalf of the Oxford Center School staff, thank you for your continued support.

### **Emergency Evacuations**

In an emergency necessitating evacuation of the building the procedure to be followed will be the normal fire drill procedure. However, there may be situations where the normal evacuation procedure is not safe. In this case once outside the students and staff will go and stay in designated areas at least 100 yards away from the building until given further instructions.

### **Field Trips**

Field trips may be scheduled for educational, cultural, or extracurricular purposes. Any student whose behavior is considered detrimental to the well being of other students may be barred from participation by the classroom teacher and the principal. While on a trip, all students are considered to be "in" school. This means that conduct and dress standards will be appropriate for the field trip activity. An authorization form must be signed and returned to school. Verbal or telephone permission cannot be accepted.

### **Financial Assistance**

Students will not be denied opportunity to participate in any class or school sponsored activity because of inability to pay for material fees, transportation costs, admission process, or any other related expenses. Any student who needs financial assistance for school activities should contact a teacher, staff member, or the principal to request confidential help.

### **Fire Drills and Emergency Preparedness**

Fire drills are held at regular intervals as required by state law. Students must follow the exit directions posted in each classroom. When the fire alarm sounds, students are to proceed along the posted exit rules in a quick, quiet, and calm manner. Students should not return to the building until the return signal is given.

### **Handicapped Accessibility**

Oxford Center School complies with all federal and state regulations for the handicapped for making reasonable accommodations for parents, guardians and other visitors to attend school activities. Please notify the principal's office regarding any anticipated accommodation needs (such as preferential seating) that you may have for upcoming school activities. Please note also the information listed under "Section 504 Notification".

### **Insurance**

The school sponsors a School Accident Insurance Program. Two plans are available; one covering the child during school hours (including travel time) and the other providing coverage 24 hours a day. The policy becomes effective upon receipt of the completed application. It is transferable in event of moving.

No other medical insurance is available, and parents must bear medical expenses for a child injured at school.

### **Invitations**

Students and/or parents may not distribute invitations to out-of-school activities. In addition, school personnel may not provide student addresses or phone numbers.

### **Lockdown Procedures**

In the event of a dangerous situation there may be the need to secure the school building. Staff will be notified and students will be expected to follow staff directions. The lock down procedure will be practiced during the school year.

### **Loitering/Causing Disturbance**

All visitors must register in the main office. Staff members should be alert to the possibility of unauthorized visitors and promptly report any concerns to the principal. Any person shall be considered loitering on school grounds when he/she loiters or remains in or about a school building or grounds, without any reason or relationship involving custody of or responsibility for a student or any other license or privilege to be there.

Unauthorized persons shall not be permitted in the school buildings or on school grounds. The school Principal is authorized to take appropriate action to prevent such persons from entering buildings and from loitering on grounds. Such persons will be prosecuted to the full extent of the law.

### **Lost and Found**

Found items are turned into the office or custodians and placed in a bin in the gymnasium. Students that lose an item should immediately check with a custodian and look in the lost and found bin. Items that are not claimed in a timely manner will be used in the nurse's office or donated to charity. Lost glasses are kept in the Main Office.

### **Media Involvement – Permission**

There will be times when various newspapers or other media representatives will visit the school to feature our students or the school community in a print article or photograph. In addition, teachers sometimes videotape lessons to be viewed by others to improve instructional practice. For permission or denial regarding your child's being photographed, interviewed, and/or videotaped, please indicate your preference on the form that is sent home via your child at the beginning of the school year.

### **Misconduct Off School Grounds**

Students are subject to discipline, up to and including suspension and expulsion for misconduct, even if such misconduct occurs off school property and during non-school time.

Such discipline may result if the incident was initiated in the school or on school grounds, or if the incident occurred or was initiated off of school grounds and non-school time. In the latter case, discipline will result if, after the occurrence, there is a reasonable likelihood that return of the student would contribute to a disruptive effect on the school education or its process by threatening:

1. The school's orderly operations;
2. The safety of the school property; or
3. The welfare of the persons who work or study there.

Examples of the type of such off-school misconduct that may result in such disciplines include, but are not limited to:

1. Use, possession, sale, or distribution of dangerous weapons;
2. Use, possession, sale, or distribution of illegal drugs; or
3. Violent conduct where any such activity has the reasonable likelihood of threatening the health, safety or welfare of school property, individuals thereon, and/or the educational process.

For example, if it is determined that a student's use, possession, or sale of drugs in the community has a reasonable likelihood of endangering the safety of students or employees because of the possibility of such sales in the school; or if violent conduct in the community presents a reasonable likelihood of repeating itself in the school environment; or if any similar type of misconduct in the community has a reasonable likelihood of being continued or repeated in school or of bringing retaliation or revenge into the school for such off-school misconduct, the Board may impose discipline up to and including suspension and/or expulsion.

### **Posters**

The Principal must approve signs and posters that students wish to display. Posters displayed without authorization will be removed. Any student who posts such material without authorization shall be subject to disciplinary action.

### **Registrations**

All children entering Oxford Public Schools must present immunization certificates as required by Connecticut State Statutes, or an exemption certificate for health or religious reasons, a birth certificate, and proof of residency. Transfer pupils may enter school upon presentation of proper transfer records at any time during the year. Parents are required to comply with immunization requirements according to Connecticut State Statutes.

### **Religion in the School**

The staff of Oxford Center School makes a concerted effort to respect the religious traditions and sensitivities of the Oxford community. While we do not promote religious activity nor attempt to teach any religious doctrine, we do include in our programs and activities references to religion and to holidays that have a religious basis. Such references are made in the context of teaching about social traditions and common cultural experiences. Children, who because of their family's religious convictions, may be uncomfortable participating in these activities may be excused or provided with alternate activities. If a family observes cultural or religious traditions that it would like to see included in the school's activities, they are invited to notify the administration. Every effort is made to make our programs and activities as inclusive as possible.

### **School Lunch Program**

Application forms to receive free lunch or lunch at a reduced fee are handed out at the beginning of the school year. These forms are reviewed by the principal and those eligible for the free lunch program are informed via United States Mail. The prices of school lunches are posted on the monthly school lunch menu that is sent home with each student. The lunches are planned to include the four basic food groups to provide the children with a well-balanced meal.

### **Summer School**

Students in danger of failing will be notified prior to a retention decision. The school district provides and may require a student to attend one or more alternatives for remedial assistance, including summer school. The district does provide an extensive summer program of enrichment courses for all students to participate in. The listings of these offerings are publicized prior to the conclusion of classes in June.

### **Transfers and Withdrawals**

Parents of students who are withdrawing from school should notify the office one week in advance of their last day. All school materials should be returned before records are forwarded to the receiving schools.

## **HEALTH PROGRAM**

The major purpose of the school health program is to maintain, improve and promote the health of the school child. The program should include adequate supervision of the physical, mental, emotional, and social aspects of school life. A child's good health is the responsibility of the parents of the school age child.

### **Health Services**

#### a. Testing Program

1. Physical examinations are required prior to school entry. These examinations are to be made by the pupil's family physician (free health assessments are provided to students whose parents meet the eligibility requirements under the Connecticut General Statute Section 10-20)
2. Vision screening tests are administered to all pupils in Kindergarten, grade 1, and grades 3-5 annually. Any child suspected of having a change in vision may be referred for a screening at any time during the school year.
3. Hearing screening tests and tympanometry screenings shall be administered annually to all pupils in Kindergarten, grade 1, and grades 3-5 annually. Tympanometry screenings will be done as often as needed based upon initial results. Any child suspected of having a change in hearing may be referred for a screening at any time during the school year.
4. Postural screening will be done annually in grade 5 and 7 for female students and grade 8 for male students.

b. Illness: Children who are ill or show signs of becoming ill should not be sent to school. If a child becomes ill at school, parents will be notified and will be expected to provide IMMEDIATE transportation. Parents should ensure that the school office has current emergency data for an accident or illness in case there is no one at home. Please notify the office of subsequent changes and update Power School as needed.

c. Accidents: When a child suffers a serious accident, the parent will be notified immediately. In case of an emergency, it is the parent's responsibility to transport the child for proper medical treatment. If parents cannot be reached, the principal/school nurse will arrange for the child to receive the needed medical attention.

d. Reporting of Accidents and Insurance: All accidents which occur at school or en route to or from school are to be reported to the office immediately. If the student is insured under the school accident insurance program, the principal must be given information so that an insurance form may be completed and sent home with the child.

e. Outside Recess: Recesses are a part of the regular school program. Children are expected to come to school properly clothed for weather conditions. Written parental requests for exclusion from recess will be honored for a reasonable length of time and for appropriate reason. Extended exclusion requires a physician's written statement. Recess will be indoors in the event of inclement weather or if the temperature, including wind-chill factor, is below 20 degrees Fahrenheit.

f. Medication in School: Students who are to take prescribed medication during school hours must have medication delivered to the school nurse or the principal by the parent or responsible adult in a properly labeled container with the name of the student, physician and date of original prescription and directions. **NO MEDICATION IS TO BE GIVEN IN SCHOOL WITHOUT PERMISSION FROM THE DOCTOR AND THE PARENT.** Students are not permitted to carry their own medication to school, including aspirin and cough drops.

g. Immunization: Parents must comply with Connecticut State Statutes concerning immunization of school children. If there are questions concerning immunization requirements contact the school nurse or your family physician.

### **Allergies**

It is important that the school nurse and staff be alerted to such allergies as bee stings, insect bites, or any severe reaction to foods, medication or environmental substances. If indicated by a physician, emergency medication should be authorized and kept in the nurse's office at school to be administered when needed.

### **During Vacation Time and Summer**

Many times children have been stricken with a serious illness or communicable disease, a sustained a fracture or injury, have had an operation or procedure such as tubes in ears, etc., have seen the doctor and received prescription for glasses or new lenses, or have received an immunization booster during the summer. The nurse should be informed so that medical information can be updated and staff informed when necessary.

### **Questions that School Nurses are frequently asked by parents:**

#### **How do I know if my child should be kept home from school when they complain of not feeling well in the morning?**

Our response: If your child has a temperature of 100 or above, or has had more than one episode of vomiting or diarrhea the previous evening or during the night, or complained of severe ear pain, they should be kept home. Most pediatricians prefer parents call their office for temperatures of 101 or above or severe ear or throat pain. Other health issues may need advice of the school nurse.

#### **What can I do to boost my child's immune system?**

Our response: A good balanced diet with foods from all groups of the food pyramid, especially fruits and vegetables, plenty of exercise and rest, are all ways to boost your child's immune system.

#### **When can my child return to school?**

Our response: Children should return to school when their temperature has been normal for 24 hours. If they are taking antibiotics for bacterial infections they may return after 48 hours of medication. Consult your child's physician for medication recommendations that will make them more comfortable during the school day.

#### **What determines whether children go out for recess or not?**

Our response: Students will go outside for recess when it is not precipitating and/or outside temperatures are 20 degrees (wind chill factor included) or higher.

#### **What if I don't want my child to go outside or participate in gym class?**

Our response: Participation in recess and gym classes will be required unless a written note is received from you. If your child must be excused from these activities for more than three (3) days, a physician's excuse will be required. These scheduled activities are a valuable part of your child's school day.

## **PARENTAL INVOLVEMENT**

A parent is the most important teacher a child will ever have. Your child's attitudes, values and ideas about education begin with you.

The school needs your help in getting your child to understand that learning takes hard work and commitment. Excellence in education cannot be achieved without perseverance and good study and work habits. Educators and parents must work together to meet the needs of our children, help them to function well, and achieve their best in school. You can help by reviewing the following suggestions.

### **Backpacks**

Be aware of what is in your child's backpack before he/she leaves for school. Check at the end of the day for papers and notes which were sent home to you from school.

### **Daily Planners/Agendas**

Each Oxford Center School student in grades 3, 4, and 5 will be provided with a daily planner during the first week of school. The planner is used to help students with the organizational skills necessary for success. Academic teachers will provide time for students to record homework, tests, and projects. We ask that parents/guardians monitor their child's planner nightly.

### **Discuss the School Day**

Set aside a time to ask your child about his/her day in school. Showing interest in your child's school day indicates that you care about that aspect of your child's life.

### **Health Tips for Parents**

Cold and Flu season offers many challenges to school and parents who must decide if a child is well enough to attend school. When in doubt, we encourage parents to send their child accompanied by a call to the nurse or a note. Most students do better after arriving and settling into class. Students will be watched for illness and parents will then be called. Children need to dress appropriately with warm outdoor clothing during colder months. Boots, snow pants, coats, hat and gloves are needed for winter recess and playground play.

### **Parent Bulletins/Newsletters**

Flyers, notices and letters are sent home often. Ask your child to check his/her Agenda and backpack for these notices daily. You may also check the school website at: [www.oxfordpublicschools.org](http://www.oxfordpublicschools.org) for school-wide notices.

### **Phone Calls and Notes**

We try to keep the phone lines open for emergency use and for business purposes. **You can help by sending notes to school with your child rather than calling.** Notes should be sent to school when the child:

- \*Has been absent
- \*Will be picked up early by the parent
- \*Is to go home other than in the usual manner
- \*Is to go to an after school club or meeting (i.e. scout, religious instruction).
- \*Blanket permission slips for the entire year's meetings may be sent.
- \*Someone other than the parent will be temporarily responsible.
- \*Has a change in family circumstances that may cause the child's behavior or learning ability to change.

### **Reading At Home**

An integral part of your child's reading and language development hinges on the opportunities they have to read at home. We encourage reading to or with your children, 15 to 20 minutes daily.

### **Report Cards and Conferences**

Three report cards are issued each year. The dates will be reported in the school calendar. Parent-Teacher conferences will be scheduled to follow the first report card. Additional conferences with the teacher(s) and/or administration may be requested at anytime. Conference sessions are scheduled to allow teachers to meet with as many parents as possible. On these days, school hours are 9:00 a.m. to 1:00 p.m. Parents are encouraged to sign-up for conference times during Meet the Teachers Night held each September.

### **School Materials**

The Board of Education provides the basic instructional material needed to achieve each class's educational objectives. Students who wish to use additional materials or who wish to undertake additional projects may be charged for materials. Some students may wish to provide their own materials.

It is expected that children will be responsible for reasonable use of school materials and that they will pay for lost or damaged articles of school equipment. Reimbursement from the parents will also be expected in the event of damage to buildings, furniture, etc. resulting from misbehavior on the part of the child. The Board of Education, through the school's professional staff, has selected appropriate instructional materials to achieve the educational objectives at each grade level.

### **Tardiness**

Students who arrive in homeroom after 9:10 A.M. at Oxford Center School are considered tardy. All tardy students must report to the office upon arrival. Students arriving on a late bus are not considered tardy. However, these students must report to the office before going to class to have their names removed from the absence roster. Occasional tardiness due to emergencies is understandable, but chronic tardiness is unacceptable.

## **SCHOOL AND BOARD POLICIES AND PROCEDURES**

**Absence Procedure** ~ Parents' cooperation will be much appreciated.

- Parents/Guardians are asked to call the nurse's office 888-2178 and report EVERY day of absence early in the school day. All schools have answering machines to aid parents in reporting prior to office personnel arriving.
- The School Nurse will make every attempt to reach a parent or guardian who has not reported a student's absence.
- All students arriving late must report to the school office before proceeding to class.
- Make-up work should be requested after the second consecutive day of absence. The work may be picked up at the end of that school day or sent home with a sibling or neighbor.
- Children should return to school when their temperature has been normal for 24 hours. If they are receiving antibiotics for infections, they may return after 48 hours of medication administration.

### **Assault Policy 5131.2**

Student fights may or may not involve actual violation of the laws relative to assault, and therefore will not always be reportable to law enforcement authorities. However, all such incidents require close consideration because of the circumstances within which they occur. Student fights are a disruption of the regular school program and will not be tolerated. The teacher and principal, in the course of his/her investigation, will attempt to discover the cause of the fight and, if possible, solve the problem; e.g., obtain an agreement from the students to eliminate the cause of the dispute. The participants in student fights will be subject to suspension at the discretion of the Principal.

A more serious situation exists when an attack is made on a student. The principal may send all parties involved home while he/she conducts an investigation of the incident. Those students found to have been participants in the attack will be suspended and a report made to the authorities. Expulsion may be recommended to the Superintendent.

An attack on a teacher is a matter of grave concern to everyone and will be thoroughly investigated. Each case will be investigated by the principal, and where grounds for charges under the law exist, the case will be referred to police authorities. Student(s) determined in the initial investigation to have been involved will be suspended. If no extenuating circumstances are uncovered, it will be recommended that expulsion proceedings be initiated.

### **Attendance Policy 5113.2**

Excellent attendance contributes to gains in student achievement. Each day a child is absent he/she misses many learning opportunities that are frequently difficult to recapture. Parents who are strong role models regarding attendance instill good habits in their children.

Connecticut law requires parent and guardians to cause their children to attend school regularly when school is in session and requires schools to monitor attendance and address issues of excessive absenteeism and truancy. A student is identified as truant when he/she has ten (10) unexcused absences in a school year. Children who are identified as truant may be assisted by the SRBI Team, Youth Service Bureaus, Planning and Placement Team, and/or the Juvenile Justice System.

Approved excuses for absence include:

- Personal illness or injury
- Death in the family
- Religious obligation
- A family emergency or other exceptional circumstances.

Every attempt should be made to see that vacations and doctor/dental/counseling appointments be made after school hours. Late arrivals and early dismissals leave gaps in a student's responsibilities and learning. The beginning and end of each school day sets the pace for the present day and the next.

### **Animals in School**

Animals may be brought into school for educational purposes providing that permission has been secured from the classroom teacher and building principal beforehand.

### **Child Abuse Reporting Policy 5141.4**

State law (C.G.S. 17a-101) requires that school staff report to the Department of Children and Families any evidence or disclosure that may indicate that abuse of a child has occurred. A failure on our part to report may lead to arrest and/or fine.

### **Clothing Policy 5132**

How a person dresses affects the individual attitude of the student and overall atmosphere of the school. In order to encourage positive attitudes towards learning and a school atmosphere conducive to education, Oxford Center School expects its students to meet minimal standards of cleanliness, safety, and modesty in dress while at the same time maintaining opportunities for individuality. A proper balance is sought for the good of the individual and the school. Parental help and cooperation are needed to help meet this goal. In any instance in which there appears to be a question, the administration reserves the right to make the final judgment. In addition, the administration reserves the right to expand the dress code as dress fashions and fads evolve and change to include attire not listed specifically below, but which is inappropriate.

### **General Requirements:**

1. Clothing or other possessions (i.e. backpacks, binders, etc.) with inappropriate pictures and messages will not be permitted. These include: Alcohol/drug displays, sexually suggestive statement/pictures, put downs, violence, group intimidation or gang affiliation messages.
2. Chain-links for wallets, keys or belts are not allowed.
3. Outer clothing is not to be worn in school during the day.
4. Hats and any headgear are not to be worn in school.
5. Footwear that is not a safety hazard, especially on the playground.
6. Sunglasses are not to be worn indoors.
7. Bib overalls with straps must be connected at all times.
8. Shorts are acceptable in September, May, and June, but must fall to mid-thigh or below.

### **Requirements for Boys:**

1. All clothing must properly and completely conceal undergarments at all times.
2. Shorts and pants are to be worn or belted at the waist. Pants must not drag on the ground.
3. See through or fishnet fabrics must be worn over a shirt.

### **Requirements for Girls:**

1. All clothing must properly and completely conceal undergarments at all times.
2. No dresses or skirts with slits that end more than five (5) inches above the knee may be worn.
3. Extreme mini-skirts are inappropriate and prohibited.
4. See through or fishnet fabrics must be worn over a shirt. Halter tops, spaghetti straps, off the shoulder or low-cut tops are prohibited.  
Tops must cover the waistline when arms are raised. (If it can be tucked in, it's acceptable).

### **Homework Policy**

The general goal of all homework is to develop the child's self-initiative and potential to the fullest. Homework is given to reinforce skills previously taught, enrich knowledge, encourage creativity, and stimulate critical thinking. It should encourage responsibility as well as good habits and study skills. Teachers consider the needs and abilities of individual students when assigning homework.

Homework is an important extension of skills, activities, and work habits learned and/or acquired in school. Homework will be assigned Monday through Thursday night. Selected long range projects at the upper grade level will be assigned on weekends. Rare special occasions may allow homework not to be assigned upon discretion.

The purpose of most, but not all, homework assignments is to review, refine, and reinforce existing skills presented in class. Occasionally, assignments are given that will create opportunities to enhance fluency, elaboration, and critical thinking skills. Both short and long range projects attempt to foster these skills. It is essential that students learn to budget time carefully in meeting assignment deadlines.

It is expected that each student do his/her own work; however, it is recognized that occasional parent assistance may be needed. As we work to make your youngster as independent a learner as possible, we urge parent help be given judiciously.

Parent awareness and support in relation to completion of homework is most important. Your help in setting the climate, physical space, and time for home study is a key to successful home study. To keep informed and to demonstrate your alliance with the school, a brief check of homework upon its completion is most effective.

The length and type of assignments will vary with the grade level of your youngster and the speed and accuracy he/she brings to each task. The following general guidelines will help you:

#### Homework Expectations on Week Nights – Monday through Thursday

Grade 3	30 minutes
Grade 4	40 minutes
Grade 5	50 minutes

Assignments may include independent reading, creative and expository writing, reinforcement of language, spelling, and math skills and word problem reinforcement. Long range assignments may include book reports, special science, social studies, and independent projects.

It is important that you contact your child's teacher if your youngster is consistently over or under the time guidelines or if your child is consistently having difficulty understanding and/or completing assignments.

### **Internet Usage**

The Internet shall be used to support education and research, consistent with the educational objectives of the school. Before any student uses the Internet at the Oxford Center School, they must sign a “**Student Internet Policy/Student Internet User Agreement Form**” which states that the student (and parents) have read the **Internet Use Rules and Responsibilities**, and have agreed to the terms and conditions outlined. See Appendix A.

### **Non-Discrimination Policy**      **Policy 5145.4**

The Oxford Board of Education has adopted an Affirmative Action Policy which prohibits discrimination in education on the bases of race, color, creed, sex, age, national origin or physical handicap. This policy also covers employment practices, retention, and promotion of employees. It also states that discrimination will not occur in regard to the school’s programs, curriculum, class assignments or educational opportunities for students. We are also committed to not using materials, library books or textbooks that might tend to perpetuate prejudice, intolerance or negative feelings to minority groups.

### **Pesticides**

We have not experienced the need to apply pesticides in the building or on the grounds in the past. However, it is always possible that need may arise in the future. By law, parents must be notified if any pesticide application is anticipated.

### **Promotion and Retention**      **Policy 5123**

It is the intent of the Board of Education to provide the best possible educational program to each of the students in the Oxford School System by accommodating each individual student’s educational needs. With this in mind, it is necessary to account for those students who do not meet minimum requirements for promotion from grade to grade within the Kindergarten through grade 8 school system. For promotion, any grade 3 through 5 student must pass four of five academic classes in order to be eligible for promotion to the next grade level. The following are letter equivalencies to numerical averages and definitions of what constitutes A’s, B’s, C’s, D’s, and failing grades. See Appendix B. Detection of any problems should occur in the earliest possible grade so that immediate corrective action/program can be undertaken. Students whose promotion is questionable will be referred to their school’s Child Study Team. All procedures pertaining to this policy are considered void in regard to those students diagnosed as in need of special education under Section 10-75 of the General Statutes, 1976 amended, July 1, 1973. Retention and Promotion decisions for those students are under the jurisdiction of a Planning and Placement Team. If a student fails to meet the above stated promotion policies and there are compelling, mitigating, or extenuating circumstances, sufficient to suggest “passing” such student on to the next grade level as determined by the school principal, then this fact should be made known to the Superintendent of Schools, with adequate time for complete investigation of the total circumstances. The Superintendent will then make an appropriate decision.

### **Search and Seizure**      **Policy 5145.12**

The right to inspect desks and other equipment assigned to students may be exercised by school officials to safeguard students, their property, and school property. An authorized school administrator may search a student’s desk under the following conditions:

1. There is reason to believe that the student’s desk contains contraband material; and/or
2. The probable presence of contraband material presents a serious threat to the maintenance of discipline, order, safety, and health in school.

This document serves as advance notice that school board policy allows desks to be inspected if the administration has reason to believe that materials injurious to the best interest of students and the school are contained therein.

Under special circumstances, school officials may search students, particularly if there is reasonable suspicion that a student possesses illegal matter, such as a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school-related activities.



**Sexual Harassment/Exploitation Policy 5145.5**

Sexual harassment will not be tolerated among students, and any form of sexual harassment is forbidden whether by students, supervisor or non-supervisory personnel, individuals under contract, or volunteers in the school. Students shall exhibit conduct which is respectful and courteous to employees, to fellow students, and to the public.

**Definition:**

Sexual harassment is any unwelcome conduct of a sexual nature, whether verbal or physical, including, but not limited to:

1. insulting or degrading sexual remarks or conduct;
2. threats or suggestions that a student's submission to, or rejection of, unwelcome conduct will in any way influence a decision regarding that student;
3. conduct of a sexual nature which substantially interferes with the student's learning or creates an intimidating, hostile, or offensive learning environment – such as the display in the educational setting of sexual suggestive objects or pictures.

**Complaint Procedures:**

The Board of Education encourages victims of sexual harassment to report such claims promptly to the Principal or designee who shall notify the Superintendent of Schools immediately. Complaints shall be investigated promptly and corrective action taken when allegations are verified. Confidentiality shall be maintained and no reprisal or retaliation shall occur as a result to good faith charges of sexual harassment. The district shall provide staff development for all staff and make this policy available to all staff and students.

**Use of Bicycles, Scooters, Skates and/or Skateboards Policy 5142.3**

No bicycles or skate boards are allowed at Oxford Center School.

**Violation of the Dress Code**

Students who are in violation of the dress code are referred to the school administration. If it is determined that the student does not meet dress code regulations, the student will be temporarily removed from classes until dress code regulations are met.

Offenders will face the following disciplinary action:

First violation: Temporary removal from classes until dress code regulations are met, parent contacted and a warning of in school suspension if another dress code violation occurs.

Second violation: Temporary removal from classes until dress code regulations are met, parent contacted, and an in school suspension issued.

Third violation: Parent contacted, dress code regulations are met and one (1) day out of school suspension.

Additional violations will be considered willful defiance of school policy and suspension or other consequences will be applied.

**Visiting the School Policy 1250**

The Board of Education welcomes and strongly encourages members of the community and other interested persons to visit the schools. School improvements often come from suggestions originating from such visits.

The Superintendent of Schools and Building Principal shall establish regulations to:

1. encourage visitors to visit schools
2. require visitors to register in the school office upon arrival at the school
3. ensure that such visits will enhance educational programs
4. channel expressions of approval as well as constructive criticism to the Board of Education

Board of Education members are encouraged to visit the school to become acquainted with students, school personnel and programs.

All school visitors shall register in the school office. Staff members should be alert for unauthorized visitors and report their presence to the Principal promptly should there be concerns about whether visitors may be unauthorized.

A person is guilty of loitering on school grounds when he/she loiters or remains in or about a school building or grounds, without a reason or relationship involving custody of, or responsibility for, a pupil or any other license or privilege to be there.

**Volunteers Policy 1212**

The Board of Education recognizes that volunteers can make many valuable contributions to our schools. The Board endorses a program encouraging community residents to take an active role in improving schools and to become school volunteers in schools subject to suitable regulations and safeguards.

Annually, principals shall submit a list of all regular volunteers in the school (chaperones on field trips, classroom volunteer assistance, etc.) to the Superintendent of Schools for approval.

**Illegal Substances/Dangerous Weapons/Threats/Bullying**

***Bullying behavior by any student is strictly prohibited.*** Such conduct may result in disciplinary action, including suspension and expulsion. “Bullying” means (1) the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school District, or (2) a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school District, that:

1. Causes physical or emotional harm to such student or damage to such student’s property,
2. Places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
3. Creates a hostile environment at school for such student,
4. Infringes on the rights of such student at school, or
5. Substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

Bullying is prohibited on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional Board of Education.

Bullying is also prohibited outside of the school setting if such bullying results in any of the following: (1) creates a hostile environment at school for the student against whom such bullying was directed, (2) infringes on the rights of the student against whom such bullying was directed at school, or (3) substantially disrupts the education process or the orderly operation of a school.

Please see *School Climate Plan Policy* and *School Climate Plan Regulations* on the Oxford Center School website for additional information and a copy of the *Oxford Public Schools Report of Bullying Form/Investigation Summary*.

**Alcohol, Drugs, and Tobacco Policy 5131.6**

The use, possession or sale of illicit drug or alcohol on school premises, at school functions, and at any activity endorsed, sponsored, or insured by the Oxford Center School is a violation of school regulations. In accordance with state statute CGS-10-221(d), if the student is found to be in possession of a drug, including alcohol, the police department will be notified. In all instances, the Principal shall be responsible for disciplinary measures in matters where a violation of school regulations occurs. If the Principal determines that a violation of these school regulations has occurred by a student, the student’s parent(s) will be notified and disciplinary procedures, including suspension or expulsion, may occur.

**Possession of Firearms or Deadly Weapons on School Grounds Policy 5131.3**

The Board of Education is responsible for maintaining a safe environment for learning. The Board of Education prohibits the possession of any firearm or deadly weapon, including a pistol or revolver, on school grounds or at a school sponsored activity, regardless of whether that person possesses a permit for the weapon involved. A violation of this prohibition constitutes a felony. Any student who violates this policy will be subject to expulsion proceedings pursuant to Board Policy and Connecticut Statutes 10-233d.

**Suspension and Expulsion Policy Policy 5114**

**Section 1 – Definitions**

- a. “Exclusion” means any denial of public school privileges to a student for disciplinary reasons.
- b. “Suspension” means an exclusion of a student from school privileges for no more than ten (10) consecutive school days, provided such exclusion shall not extend beyond the end of the school year in which such suspension was imposed.
- c. “Expulsion” means an exclusion of a student from school privileges for more than ten(10) consecutive school days and shall be deemed to include, but not limited to exclusion from the school to which such pupil was assigned at the time such action was taken, provided such exclusion shall not extend beyond the end of the school year in which such exclusion was imposed.
- d. “Removal” means an exclusion from a classroom for all or part of a single class period, provided such exclusion shall not exceed ninety minutes.
- e. “Emergency” means a situation under which the continued presence of the pupil in the school poses such a danger to persons or property or such a disruption of the educational process that any hearing required by this policy may be delayed until a time as soon after the expulsion of such pupil as possible.

**Section 2 – Conduct Which May Result in Suspension or Expulsion**

- a. The conduct described in each of the following subparagraphs, whether occurring on school property, on a vehicle provided for public school transportation, or at any school sponsored activity is declared to be a violation of Board of Education policy and is either a danger to persons or property or seriously disruptive of the educational process, and as such may result in the removal, suspension or expulsion of the offending student.
  - 1. The willful striking or assaulting of a student or any member of the school staff.
  - 2. Theft.
  - 3. The blackmailing, threatening or intimidating of school staff or other students.
  - 4. The use of obscene or profane language or gestures to a member of the school staff.
  - 5. The possession of any kind of weapon.
  - 6. The willful destruction of, or damage to, school property.
  - 7. The deliberate and unauthorized failure to attend classes or other required school functions.
  - 8. Unauthorized possession, selling or consumption on the school grounds of dangerous drugs or narcotics shall mean any controlled drug as defined in Connecticut General Statutes Section 19-443 as amended, classified generally as amphetamine-type, and barbiturate-type, cannabis type, cocaine-type, hallucinogenic, morphine-type, and other stimulant and depressant drugs, and, in addition, those substances known as methaqualone. Unauthorized use or possession of such substance shall mean use or possession without a valid prescription.

**Section 3 – Removal By Teacher**

- a) Any teacher may remove a student from the classroom when such student deliberately causes a serious disruption of the educational process within the classroom. No student shall be removed from class more than six times in any school year or no more than two times in one week unless such student is referred to the principal and granted an informal hearing in accordance with Section 4 of this policy.
- b) Whenever a teacher removes a student from the classroom, such teacher shall send the student to an area to be designated in advance by the principal, and shall immediately inform the principal of the student’s name and the reason for the disciplinary action taken

#### **Section 4 – Suspension By Principal**

- a) Any principal may suspend a student whose conduct endangers persons or property, is seriously disruptive of the educational process, or violates a publicized policy of the Board of Education.
- b) Except in an emergency, no student shall be suspended before being afforded an informal hearing before the principal, at which the student shall be informed of the reasons for the disciplinary action contemplated and given an opportunity to explain or answer to the charges against him.
- c) No student shall be suspended more than 10 times or more than a total of 50 days in one school year (whichever results in fewer days of exclusion) before being afforded a formal hearing before the principal in accordance with procedures set forth in Section 5.
- d) In an emergency, any hearing required by this section shall be held as soon after the suspension as possible. After such hearing, the principal may rescind or modify his original action.
- e) When a principal suspends a student, the principal shall, within 24 hours, inform the Superintendent of the student's name and the reason for the disciplinary action taken.
- f) Any student who has been suspended shall, upon return to school, be given an opportunity to complete all class work including, but not limited to, examinations which such student missed during the period of suspension.

#### **Section 5 – Expulsion By Board of Education**

- a) Any student whose conduct endangers persons or property, is seriously disruptive of the educational process, or violates a publicized policy of the Board of Education.
- b) Any recommendation of expulsion shall be directed from a principal to the Board of Education through the Superintendent.
- c) Upon receipt of any expulsion recommendation, the Superintendent shall conduct an inquiry within two school days of the recommendation to determine whether or not the Board of Education should consider such recommendation of expulsion.
- d) If, after the inquiry, the Superintendent shall determine that the Board of Education should consider such recommendation of expulsion, he shall forward such recommendation to the Board of Education within five school days of the request from the principal.
- e) Except in an emergency, no student shall be expelled before being afforded a formal hearing. In an emergency, a student may be expelled by the Board of Education without a formal hearing, provided that a formal hearing shall be held as soon after the expulsion as possible. After such hearing, the Board of Education may rescind or modify its original action.
- f) In any case requiring a formal hearing, the Board of Education shall conduct such hearing in accordance with the following procedures:

1. The student and his parent or guardian shall be given notice of the hearing at least five school days prior to the date thereof.

2. The notice shall contain:

- a) The date, time, place and purpose of the hearing.
- b) A statement that the hearing is being held by the Board of Education in accordance with P.A. 75-609 of the Connecticut General Statutes and Board of Education policy concerning expulsion of students.
- c) The details of the grounds for the proposed expulsion, including a narrative of the events leading to the proposed expulsion, the names of any witnesses against the student, copies of any statements or affidavits of those witnesses, a detailed summary of any other information to be used in support of expulsion, including any record of past offenses or misbehavior, whether prior warnings of suspension have been given, and the potential length and effect of expulsion.
- d) A statement of the student's rights as enumerated in this section.

- 3. At the hearing, the student shall have the right to testify and produce witnesses and other evidence in his behalf. The student shall have the right to demand that any witness against him appear in person to answer his questions. In exceptional circumstances the Board of Education may refuse to allow a witness against the suspended student to appear, when it believes that fear on the part of the witness would prevent the giving of accurate testimony. In such cases, a verbatim statement of the witness's testimony must be given to the student. A witness's unsustainable desire to remain anonymous is not such exceptional circumstances as to justify dispensing with confrontation and questioning by the student.
- 4. A student and his parent or guardian may be represented by any third party of his choice, including an attorney.
- 5. Upon request of the student or his parent or guardian, the Board of Education shall keep a record of the hearing, and the student or his parent or guardian shall be entitled to a copy of that record at his own expense.
- 6. Within 24 hours of the time such student is excluded, notice of the decision of the Board of Education shall be given in writing to the student, his parent or legal guardian and his representative, if any, stating the reasons on which the decision is based, and the length of exclusion. Said decision shall be based solely on evidence produced at that hearing.
- 7. The Board of Education shall mail a copy of its decision to the State Board of Education within five school days of the effective date of such action.

### **Section 6 – Alternate Educational Opportunity**

Any student under the age of 18 who has been expelled shall be offered an alternative educational opportunity during the period of expulsion, unless the student was expelled for conduct endangering persons and involving the carrying of a dangerous instrument onto school property.

### **Section 7 – Notice of Policies**

All students shall be informed at least annually of all Board of Education policies governing student conduct.

### **Section 8 – Notification of Parents or Guardians**

- a) By telephone, the principal, or his or her designee, shall make all possible attempts to immediately notify the parent or guardian of the student about the suspension and state the cause(s) leading to the suspension.
- b) Whether or not telephone contact is made with the parent or guardian, the principal, or his or her designee, shall forward a letter to such parent or guardian to the last address reported on school records (or to a newer address if known by the principal, or his or her designee) within one school day of the suspension action and offering the parent or guardian the opportunity for a conference
- c) to discuss the suspension.
- d) Transportation home will be assured before a student is permitted to leave the building.

### **Section 9 – General**

- a) In all sections herein, words importing the singular number may extend and be applied to the plural number, and words importing the plural number may include the singular.
- b) In all sections herein, words importing the masculine gender may import the female gender.
- c) In all cases herein, where notice is required and the offending student has reached the age of majority or is emancipated, such notice shall be given to such student and no notice shall be required to be given to his parent or guardian.
- d) Whenever the word “superintendent” or “principal” is used, the same may include the designee of either the superintendent or principal.

### **Threats Policy 5131(c)**

Any student who threatens in any manner, including orally, physically or in writing, harm to the person, or damage to the property of a member of the school community, including any teacher, member of the school administration, or any other employee, or a fellow student, may be subject to suspension or expulsion.

In addition, the Superintendent shall refer the matter to law enforcement officials for possible criminal prosecution and shall take all available measures to ensure the safety of those in the school community in the event of the student’s return to school.

### **Vandalism by Minors Policy 5131.5**

The parent of any minor/unemancipated child who willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to the school district shall be held liable for all such damages up to the maximum amount allowed under state law.

The liability provided under Connecticut General Statute 52-572 does not relieve the minor(s) of personal liability for such damage or injury. This liability of the parent for damages done by a minor child is in addition to any other liability that exists in the law.

The parent or guardian of a minor child shall also be held liable for all property belonging to the school system lent to the student and not returned upon demand of the school system. The student may also be subject to disciplinary action.

### **Weapons and Dangerous Instruments Policy 5131.7**

The Board of Education has determined that possession and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the school. Possession and/or use of any dangerous or deadly weapon in the school building or school grounds, in any school vehicle, or at any school – sponsored activity is prohibited. Such weapons include but are not limited to any pistol, revolver, rifle, shotgun, air gun, or spring gun; slingshot, bludgeon; brass knuckles or artificial knuckles of any kind; knives having a blade of greater than two inches, any knife the blades of which can be opened by a flick of a button or pressure on the handle, or any pocket knife where the blade is carried in a partially opened position; martial arts weapon or any destructive device.

The possession or use of any such weapon will require that the proceedings for the suspension and/or expulsion of the student involved will be initiated immediately by the Principal. If the student is found to have possessed a firearm or other dangerous weapon defined in CGS 53a-3 and 18 USCS 921, in or on the real property of a school or at any school activity as defined in CGS 10-233a, he/she must be expelled for one calendar year. The Board of Education or hearing board may modify the period of expulsion on a case by case basis. All legal restriction and requirements will be adhered to pertaining to special education students.

The Board shall consider a student's conduct off school grounds that is seriously disruptive to the educational process and is in violation of publicized policies of the Board as grounds for expulsion. If any of the aforementioned weapons are in a student's possession off school grounds or if they are used in committing a crime, the Board shall consider this as grounds for expulsion.

### **STUDENT BEHAVIORS THAT ARE EXPECTED**

The student shall:

- Refrain from damaging, defacing or destroying school and personal property.
- Be responsible for the replacement cost of lost or damaged materials.
- Be regular and punctual in attendance.
- Dress appropriately and neatly.
- Practice habits of good health and cleanliness
- Use only acceptable language
- Walk in hallways and travel quietly at all times.
- Not chew gum at school
- Remain on the school grounds until dismissed or given permission to leave.
- Neither ride bicycles nor use skateboards or roller blades on the school grounds.
- Assist in keeping the grounds and facilities free of papers and other debris.
- Use drinking fountains, play equipment, and lavatories with safety and cleanliness in mind
- Not throw any object which may injure another person
- Not punch, trip or fight students at school nor on the way to or from school
- Complete all assigned work on time

The rules outlined above are to be followed in **all** locations of the school building and grounds. Following are **additional** guidelines for specific locations.

#### **Bus**

It is crucial that we maintain an orderly atmosphere on each bus. Distractions may cause the driver to take his/her eyes off the road and we do not want this to occur. The Bus Code of Conduct is as follows.

Students will:

- Stay in seat until the bus has completely stopped
- Wait until the bus has stopped completely before entering or leaving the bus
- Be out for the bus, with all necessary belongings, five minutes before the scheduled pick-up time
- WALK to and from buses; do not run
- Stay ten feet behind the curb or up the driveway for bus pick-up
- Use inside voices
- Listen to and obey the directions of the bus driver at all times.
- Speak courteously and respectfully to the bus driver and each other
- Keep feet, hands and objects out of the aisle
- Keep head, hands and all belongings inside the bus
- Not have food or gum on the bus
- Keep belongings on lap
- Keep hands and feet to self
- Think before acting

Parents will be advised of misbehavior. However, please note some infractions such as fighting on the bus may lead to immediate loss of bus privileges. Parental cooperation and communication will assure the safety of all involved. Please call Laidlaw Bus Co. at 888-2128 with any bus concerns you have. Please review these rules and guidelines with your child. Emphasize the importance of maintaining an orderly atmosphere throughout the school, its boundaries and on the school busses.

### **Computer Lab**

- Use inside voices
- Make sure hands are clean and dry
- Treat computer, keyboard and mouse with care
- Do not waste paper when printing
- Food or drink is not allowed

### **Hall Behavior**

- Students are expected to be quiet in the halls.
- Groups and individuals will stay on the right side of the hall and stay in line.
- The teacher or other adult will be at the head of the line.
- At arrival and dismissal, all available staff will be in or near the halls to be sure these rules are observed.
- Students will keep hands and feet away from the walls.
- Student will walk, not slide, on stairway railings.
- Students will walk in the hallways. Jumping, running, hopping and skipping will not be permitted.
- If a staff member sees a student misbehaving, the teacher of the child in question will be informed. It is the responsibility of that classroom teacher to assign appropriate consequences for the misbehavior.

### **Library**

- Use inside voices
- Please respect materials
- Properly sign out all materials; return materials properly
- Parents should also make sure their children are responsible for the care of the materials on loan.
- Parents are liable for the care of those materials and the replacement cost of materials which are lost or damaged through negligence.

### **Lunch Room** See Appendix C & D

- Enter and leave the lunch room in a quiet and orderly way
- Raise your hand and wait for an adult to give you permission if you wish to leave your seat
- Handle food and utensils properly
- Use inside voices
- Make sure your table area is clean before leaving the lunch room
- Get permission from your teacher to use the lavatory before going to the dining area.

### **Physical Education**

Physical Education is required of all students. A written parental excuse for a particular reason will be honored for two days. If there is need for a continued excuse, a doctor's statement must be presented.

Elementary children should wear play clothes and sneakers on gym days.

### **Playground** See Appendix D

- Stay within playground boundaries and in sight of the adults in charge
- Share playground equipment and use it properly
- Use only playground equipment
- Report any injuries to an adult on duty
- Respect each other's personal space
- Listen to the adult in charge
- Stay away from animals
- Throwing rocks, sticks or snowballs is not allowed.
- Keep hands to yourself; rough play is unacceptable
- Eating is not permitted on the playground
- Line up immediately when the signal is given at the end of recess

## **PUPIL & PERSONNEL SERVICES**

### **Regarding Gifted and Talented Identification – Policy and Procedures**

It is the policy of the Oxford Public Schools to comply with all federal and state regulations regarding students with exceptional Learning Ability and/or Outstanding Talent in the Creative Arts. Special Education regulations require that all school age students be identified by the local school district and that a report of these students be made to the Connecticut State Department of Education

### **Homebound Instruction**

Pupils unable to attend school for an extended period of time due to illness or accident are eligible for limited home instruction by a tutor provided by the Board of Education. Parents who wish to inquire about homebound instruction should contact the principal.

### **Regarding Section 504 – Rights in Identification, Evaluation and Placement**

The following is a description of the rights granted by federal law to students with handicaps. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her handicapping condition.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free, appropriate public education. This includes the right to be educated with non handicapped students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child educated in facilities and receive services comparable to those provided non handicapped students.
6. Have your child receive special education and related services if she/he is found to be eligible under the Education of the Handicapped Act (PL 94-142) or Section 504 of the Rehabilitation Act.
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources and by persons who know the student, the evaluation data, and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
9. Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district.
10. Examine all records relating to decisions regarding your child's identification, evaluation, educational program, and placement.
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
12. A response from the school district to reasonable requests for explanation and interpretation of your child's records.
13. Request amendment of your child's educational records if there is a reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child.
14. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you. Hearing requests must be made to the State Department of Education.



15. File a local grievance.

The person in this district who is responsible for assuring that the district complies with Section 504 is the Director of Pupil Personnel Services, Ms. Barbara Denver. Ms. Denver's office telephone number is 881-2599

through the ISSIS system. Although current regulations do not require that services be provided to identified Gifted and Talented students, if the district offers services, appropriate referral must be made to the PPT and an appropriate plan developed.

Students may be referred for identification through any number of means including teacher referral, parent referral, and/or outstanding academic performance as evidenced through standardized test results or classroom grades. Periodically, teachers will be informed of the characteristics of gifted and talented students so that appropriate referrals may be made in a timely manner to the PPT. Prior to referral to the

PPT, attempts should be made by the regular teacher or through the CST process to modify and enrich a student's academic program. The PPT will review each referral and will determine which evaluations/information will be necessary to determine if the student is eligible for identification as gifted and talented. Identification will be accomplished using multiple criteria. Data collected by the PPT will include information from the following areas:

1. Scores from a standardized aptitude or intelligence test.
2. Standardized achievement test scores.
3. School grades (current and previous years).
4. Connecticut Mastery Test scores, and
5. Teacher/parent rating scales regarding learning ability and creativity.

Students referred to the PPT would be considered for identification as a student with extraordinary learning ability and the PPT would consider what, if any, services would be appropriate to meet his/her needs.

Assessment of outstanding talent is determined by means of a sequence of activities over time in the visual and performing arts. The following general outline could vary according to grade level.

Referral sources may include arts educators, professional artist, self, peers, private teachers and others familiar with the activities and abilities of the student. Evidence or talent potential may derive from imaginative responses to arts activities in the classroom or extracurricular situations or referrals from individual observation.

The following components are typically included:

- a. Evaluation of work prepared in advance (e.g., audition, portfolio review).
- b. Evaluation of improvised responses to activities developed by artists and/or arts
- c. educators (i.e., artistic problems solved in a situation where the creative process can be observed).
- d. Assessment of commitment/motivation (through interviews or biographical statements and/or
- e. letters of recommendation).

### **Special Education**

The Pupil Personnel Services Department ensures that all children requiring special education and related services receive needed support. A team approach is used in collecting diagnostic data, evaluating the data, and formulating an adequate special program for each identified child.

The Pupil Personnel Services Department monitors each child through a Planning and Placement Team, making certain that an adequate education is being provided and that pre-referral interventions have been attempted. Due Process procedures are followed.

Diagnostic services are utilized to determine if any child meets the criteria of a handicapping condition recognized by the State of Connecticut. These exceptionalities include: gifted and talented, hearing-impaired, learning disabled, intellectually disabled, multi-handicapped, neurologically impaired, orthopedically impaired, other health impaired, physically handicapped, emotionally disturbed, visually handicapped, autistic, and traumatic brain injured.

Should a Planning and Placement Team determine a child has a handicapping condition, services will be provided to meet the student's educational needs. Services are provided on a continuum beginning with consultation and ending with full time placement in a segregated setting.

Support services provided include: Occupational Therapy, Physical Therapy, Assistive Technology, Student and/or Family Counseling, Speech/Language Therapy and Special Transportation. These services must be related to educational concerns only.

The Department personnel are available to answer your questions and concerns, and provide consultation to facilitate your child's success, socially and emotionally, as well as academically.

Parents may refer their child to the Department via classroom teachers, the building principal, or directly to Pupil Personnel Services. If you, as parents, have questions regarding these programs or services please contact your child's principal or Pupil Personnel Services at 881-2599.

### **Student Records**

In order to provide the best educational program for each child, the school must collect, record and maintain information about each child and his family. This information will be used only for educational purposes including instruction, guidance and research. The contents of the records are available to parents, those staff who deal with that child and certain agencies as authorized by state statute.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. **The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.** Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. **The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.** Parents or eligible students may ask school officials to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If school officials decide not to amend the record as requested by the parent or eligible student, they will notify the parent or eligible student of the decision and advise them of their right to hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. **The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a person serving on a Board of Education committee, such as a disciplinary or grievance committee, or as a hearing officer in discipline cases, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school district may release education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by school officials to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, D.C. 20202-4605

## **NOTICE OF INTENT TO RELEASE DIRECTORY INFORMATION TO SCHOOL OFFICIALS WITHOUT PRIOR CONSENT**

The following types of information contained in the education record of an enrolled student are hereby designated as directory information and may be disclosed by school officials without the prior consent of a parent or eligible student except as provided below:

- The student's name
- The student's address
- The student's telephone listing
- The student's electronic mail address
- The student's photograph
- The student's date of birth
- The student's dates of attendance
- The student's grade level
- The student's participation in officially recognized activities and sports
- Honors and awards received by the student

A parent or eligible student may refuse to allow Oxford Center School officials to designate any or all of the above listed types of information as directory information. Any such refusal must be made in writing to and received by Ms. Ana Ortiz, Superintendent of Schools, no later than October 1<sup>st</sup>.

### **PARENT'S RIGHT TO KNOW**

As a requirement of the Title 1 statute, the school office will provide to any parent who makes a request to the principal, information regarding the professional qualifications of your child's teacher(s). The following information will be provided in a timely manner:

1. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Please note that the school ensures that all students provided Title 1 services receive instruction from school staff (teachers and/or paraprofessionals) who possess appropriate qualifications and/or degrees. For additional information contact the school office.

# Appendix A

## *Internet Use Policy*

6141.321(a)

### **Instruction**

#### **Computers: Acceptable Use of the Internet**

The Internet, a global electronic information infrastructure, is a network of networks used by educators, businesses, the government, and numerous organizations. The Board of Education believes that the Internet is a valuable tool that should be used in schools to educate and inform students, much like books, magazines, video, CD-ROM and other informational sources. The Board endorses student use of the Internet for learning and research which enhances information available through other mediums. This includes participation in distance learning activities, asking questions of and consulting experts, communicating with other students and individuals, and locating material to meet the educational needs of the students of the Oxford Public Schools.

While the Internet can provide students with a vast array of educational and informational resources, it can also be a window through which students could access information which is neither pertinent to nor appropriate for an educational setting. The availability of such electronic information does not imply endorsement by the Board of Education of its content nor of the use of such information by students and staff. It is important to give students assistance and guidance in accessing information which is beneficial to their education and equally important to recognize that total monitoring of students' access to the Internet would be impossible. Therefore, individual users of the Oxford Public Schools' Network are responsible for their use of the network and are expected to use it responsibly.

To ensure appropriate usage, the administration will establish guidelines for student exploration and use of electronic information resources. Such guidelines shall address issues of privacy, ethical use of information with respect to intellectual property, illegal uses of the network, and conditions of usage. The guidelines shall strive to preserve students' rights to examine and use information to meet the educational goals and objectives of the District. In addition, the District shall take steps, such as using filtering programs to block access to objectionable material, access controls and supervision by staff to monitor and/or restrict access to the electronic informational resources.

In recognition of the potential for improper use of the Internet in the educational setting, the Board requires that students who use the Internet comply with the following policies, as well as comply with any guidelines for use promulgated by the administration:

1. The use of the Internet is a privilege. As the owner of both the hardware and software that is available, the Oxford Public Schools may withhold this privilege. Failure to adhere to the established guidelines may result in the loss of Internet access, disciplinary action and/or referral to legal authorities.
2. Use of the Internet must be in support of education and research consistent with the educational goals and objective of the Oxford Public Schools.

## Instruction

### Computers: Acceptable Use of the Internet (continued)

3. E-mail may be used for educational or administrative purposes. Electronic mail is not private. Those who operate the system have access to all mail which may be monitored at any time by designated staff to ensure appropriate use for instructional and administrative purposes.
4. Users must not reveal personal information about themselves or others, including, but not limited to, the following: home address, telephone numbers, password, social security number or credit card number.
5. Users will comply with all state, federal and local laws, including copyright laws and laws prohibiting harassment by computer.
6. Users must not interfere with others' work or with the performance of the computers, both hardware and software. Prohibited actions include, but are not limited to, the following: attempting to illicitly obtain or use passwords or screen names, entering closed areas of the network, introducing computer viruses or committing acts of vandalism, and/or any attempt to harm or destroy data of another user.
7. Users may not establish any official representation of the school or school district (i.e., Internet home page) without obtaining prior approval of school administration.
8. Each user will abide by the generally accepted rules of etiquette and applicable school policies, which include, but are not limited to, the following:
  - Use appropriate language. Do not write or send abusive messages or those which contain vulgarities.
  - Chain letters and pyramid schemes (chain letters with money) are illegal.
  - Bulk posting to individuals or groups to overload the system (i.e., "spamming") is prohibited

To ensure that only authorized students who understand the bounds of permitted use will have access to the Internet, \_\_\_\_\_ Oxford Public Schools must obtain the written permission of a student's parent or legal guardian before the student may access the Internet.

*For districts participating in the federal E-Rate program:*

The District recognizes its responsibility to educate students regarding appropriate behavior on social networking and chat room sites about cyberbullying. Therefore, students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response."

## Instruction

### Computers: Acceptable Use of the Internet (continued)

Legal Reference: Connecticut General Statutes

53a-182b. Harassment in the first degree: Class D felony. (as amended by PA 95-143)

20 U.S.C. Section 6777, No Child Left Behind Act

20 U.S.C. 254 Children's Internet Protection Act of 2000

47 U.S.C. Children's Online Protection Act of 1998

Public Law 110-385 Broadband Data Improvement Act/Protecting Children in the 21<sup>st</sup> Century Act

Policy adopted: June 12, 2012

OXFORD PUBLIC SCHOOLS  
Oxford, Connecticut

OXFORD PUBLIC SCHOOLS  
Oxford, Connecticut

STUDENT USE OF THE INTERNET  
(Acceptable Use Agreement)

*In order to provide for the appropriate use of the Internet in keeping with Board of Education policy, the following "Acceptable Use Agreement" has been developed. (A copy of this agreement will be distributed to students and parents for signature before a student is issued an Internet account.)*

**Terms and Conditions**

All computers having internet access must be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this Agreement will result in revocation of access privileges.

1. **Acceptable Use:** The use of your Internet account must be consistent with the educational objectives of the Oxford School District. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to:
  - a. copyrighted material
  - b. threatening or obscene material
  - c. material protected by trade secret
2. **Privilege:** The use of the internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator(s) will deem what is inappropriate use and that decision is final. The system administrator(s) may close an account at any time, as required. The administration, faculty and staff may request the system administrator to deny, revoke or suspend specific user accounts.
3. **No Warranty:** The Oxford School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Oxford School District will not be responsible for any damages you suffer in using the Internet. This includes loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions. Use of any information obtained via the Internet is at your own risk. The Oxford School District specifically denies any responsibility for the accuracy or quality of information obtained through this service.
4. **Vandalism:** Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

**OXFORD PUBLIC SCHOOLS**  
**Oxford, Connecticut**

**STUDENT USE OF THE INTERNET**  
**(Acceptable Use Agreement)**  
(continued)

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I understand and will abide by the above Agreement. I further understand that a violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.

*Your signature on the Acceptable Use Agreement is legally binding and indicates that the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.*

---

*Student's Signature*

*Date*

***If the user is under 18 years of age, a parent or guardian also must sign this Agreement.***

As the parent or guardian of this student, I have read the Acceptable Use Agreement. I understand that this access is designed for educational purposes and that the Oxford School District has taken precautions to eliminate controversial material. I also recognize, however, that it is impossible for the Oxford School District to restrict access to all controversial materials and I will not hold the District responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

I hereby give permission to issue an account for my child and certify that the information contained on this form is true and correct.

Parent/Guardian: \_\_\_\_\_  
*Please print*

Parent/Guardian: \_\_\_\_\_  
*Signature*

Date: \_\_\_\_\_



## **Appendix B**

### ***Lunch Seating Arrangement***

Students will be allowed to sit at a table of their choice provided that the following conditions are met.

- Student has not been given an assigned seat due to behavior problems.
- The table, benches, and floor area around the table are kept clean.
- 2 tables in the cafeteria will be designated as “Peanut Free”. Only students with “Peanut Free” lunches may sit at these tables.
- An appropriate noise level is maintained in the lunch room.
- Students follow directions regarding clean-up and dismissal.

If the conditions listed above are not met, students will be required to sit by class at assigned tables as follows:

- 1 day for minor offenses
- 1 week for major offenses
- Remainder of year for repeated major offenses.

*If it is determined that one or a few students cannot meet the conditions listed above, that student(s) will be dealt with on an individual basis and the entire grade level will not be punished.*

*Adopted by Oxford Center School Student Council, May of 2005*

## **Appendix C**

### ***Lunch Procedures***

1. Certified Teacher oversees entire cafeteria as follows:
  - Students who bring their entire lunch will go directly to their table and begin eating.
  - Students who are getting lunch items from the cafeteria should go to the serving windows to get their items and then to the cashier to pay with cash or the automated payment system.
  - Students may not switch lunch choices after the morning lunch count has been taken in their classrooms.
2. Monitors (2) will be responsible for a single side of the cafeteria.
3. The selling of desserts will be facilitated by the monitors after students have finished an acceptable portion of their lunch.
4. The staff on duty will decide seating arrangements for students following the guidelines outlined in Appendix B
5. Expectations for student behavior are as follows:
  - Students will eat lunch quietly for the first 20 minutes.
  - The monitor will let each table know when it is time to get out of their seats to clear their garbage and/or to get cleaning equipment.
  - Students must raise their hands and receive permission from the teacher to get out of their seats for any other reason
  - All garbage and food must be removed from the floor and all tables must be wiped clean before going out to recess.
6. Students may be released from the cafeteria after 20 minutes for the purposes of attending a student opportunity group (i.e. Recorder Club, Student Council, Newspaper Club, Yearbook Club, or pull-out intervention/academic support) or GOING OUT TO RECESS EARLY.
7. Students must stay in the cafeteria for the full 30 minutes if...
  - A) He/She wishes to have a longer time for lunch;
  - B) He/She will be returning to his/her classroom after lunch
  - C) He/She demonstrates inappropriate behavior during the first 15 minutes of lunch

# **Appendix D**

## ***Football: Two Hand Touch***

### **Rules**

- Equal teams must be created and maintained (i.e. # of players, ability).
- The Football game may not interfere with any other recess activity (i.e. soccer).
- The defensive team may rush the quarterback after counting “6 Mississippi’s”.
- No blocking, pushing, tripping, hitting, kicking, or fighting is permitted.
- A play is over when the person carrying the football has been tagged with two hands by a player from the defensive team.
- Play will ALWAYS stop when/if a recess monitor blows a whistle or someone appears to be injured.

### **Consequences**

Any intentional or serious infraction of the rules will result in the following:

1<sup>st</sup> offense: individual/group loses the privilege to play football for 2 days.

2<sup>nd</sup> offense: individual/group loses the privilege to play football for 1 week.

3<sup>rd</sup> offense: individual/group loses the privilege to play football for the rest of the year.

The recess monitors will determine when consequences will be given. Showing disrespect or inappropriate behavior/language towards a recess monitor will result in additional levels of consequences.

*Adopted by Oxford Center School Student Council, April of 2005*