



# Oxford Middle School

*First In Class - The Oxford Way*



## STUDENT HANDBOOK 2008-2009

**Patrick Robinson**  
Principal

**Mike Martin**  
Assistant Principal

**Jennifre Bass**  
Assistant Principal

501 Martin Luther King Drive  
Oxford, MS 38655

Telephone  
(662) 234-2288

<http://www.oxford.k12.ms.us/schools/middleschool/index.html>

### **This School Handbook belongs to:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Grade \_\_\_\_\_

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*Oxford School District Administrative Personnel*

<i>Superintendent</i>	<i>Dr. Jerry Webb</i>
<i>Human Resource Director</i>	<i>Ms. Diane Mangus</i>
<i>Curriculum and instruction Coordinator for Secondary Education</i>	<i>Mr. Bill Hamilton</i>
<i>Federal Programs</i>	<i>Ms. Ruth Ann Robbins</i>

*Oxford School District Board of Trustees*

*Dr. Bela Chain*  
*Ms. Romana Reed*  
*Ms. Whitney Byars*  
*Ms. Kirk Bramlett*  
*Ms. Marian Barksdale*

*Dr. Mary Ann Connell, Attorney*

*Vision of the Oxford School District: "First in Class—The Oxford Way"*

*MISSION STATEMENT: The mission of the Oxford School District is to produce educated, responsible citizens who are capable of taking an active role in society.*

*Notice of Non-Discrimination*

*The Oxford School District does not discriminate on the basis of race, color, religion, national origin, sex, age or disability in the provision of educational programs and services or employment opportunities and benefits. The following individual has been designated to handle inquiries and complaints regarding the non-discrimination policies of the school district.*

*Ms. Diane Mangus*  
*Oxford School District*  
*224 Bramlett Blvd.*  
*Oxford, Mississippi 38655*  
*(662) 234-3541*

# 2008 - 2009 Academic Calendar

August 1, 4, 5, 2008	Staff Development (No Students)
August 6, 2008	First Day of Class for Students
August 27, 2008	Early Release Day (Staff Development)
September 1, 2008	Labor Day Holiday (Schools Closed)
September 4, 2008	Progress Reports
September 17, 2008	Early Release Day (Staff Development)
October 17, 2008	Parent Conference Day - Report Cards (No Students)
October 20, 2008	Fall Break (Schools Closed)
November 6, 2008	Progress Reports
November 24 - 28, 2008	Thanksgiving Holidays (Schools Closed)
December 16-19, 2008	Semester Exams
December 20, 2008 to January 2, 2009	Winter Break (Schools Closed)
January 5, 2009	Staff Development (No Students)
January 6, 2009	School Resumes for students
January 8, 2009	Report Cards
January 19, 2009	Martin Luther King, Jr. Holiday - Schools Closed
January 28, 2009	Early Release Day (Staff Development)
February 5, 2009	Progress Reports
February 18, 2009	Early Release Day (Staff Development)
March 16 - 20, 2009	Spring Break (Schools Closed)
March 26, 2009	Report Cards
April 10, 2009	Late Spring Break (Schools Closed)
April 13, 2009	Staff Development (No Students)
April 16, 2009	Progress Reports
May 18-21, 2009	Semester Exams
May 21, 2009	Last Day for Students (Early Release Day)
May 22, 2009	Last Day for Teachers
	Graduation (UM Tad Smith Coliseum)

## **Make-up schedule for inclement weather:**

Day 1 -- Friday, April 13, 2009

Day 2 -- Friday, May 22, 2009

Day 3 -- Tuesday, May 26, 2009

Day 4 -- Wednesday, May 27, 2009

Day 5 -- Thursday, May 28, 2009

Additional make-up days beyond five will be determined by the Board of Trustees.

# *Oxford Middle School*

*501 Martin Luther King Drive*

*Oxford, MS*

*662-234-2288*

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August 2008

Dear Parents and Students,

Welcome to the 2008-2009 school year at Oxford Middle School. The year ahead will offer many new learning opportunities for your child. Our goal is to provide a caring, stimulating learning environment where children are challenged with rigorous standards. We have the responsibility to foster learning through meaningful instruction within a balanced and interactive curriculum. Ultimately, we want our children to have a strong academic foundation and the ability to apply knowledge to think critically and communicate effectively.

The staff at Oxford Middle School makes a special effort to create and promote a good relationship between home and school. This is done through our handbook, phone calling system, homework, parent-teacher conferences, progress reports, report cards, and our new eSembler web-based grade book and attendance software. We also encourage parents and teachers to become involved in actively supporting Oxford Middle School through membership and participation in our PTA. Parental participation and support plays a vital role in the education of our children. Parents are our partners in the most important job of educating the children of this community. Please help us foster this relationship by attending school functions and monitoring your child's school progress. Together we are educating future leaders and contributing citizens.

The purpose of this handbook is to acquaint you with Oxford Middle School and answer questions you may have about our procedures and policies that are specific to this school. Located in the office is an Oxford School District Board Policy Manual and a Student Code of Conduct that is available for review should you have any questions that this handbook does not answer, as it is not all inclusive. We ask that you review this handbook as well as the Code of Conduct with your child and keep for reference should the need arise. Please sign, detach, and return the last page of this handbook to your child's teacher as well as the Code of Conduct.

On behalf of Oxford Middle School, we wish you and your child a most productive and enriching year.

Sincerely yours,

Patrick Robinson  
Principal

# Student Expectations

**Your job as a student is to: (1) come to school and learn; (2) make good choices; (3) take responsibility for your actions; (4) follow the rules and (5) follow adult directions. You will be successful if you follow your job.**

## Be Safe

## Be Responsible

## Be Respectful

### Hallways

Walk at all times

No food, drink, or gum actions

Use kind words &

Keep hands & feet to yourself

Take care of creature comforts

Respect property, yourself & others

Walk on right side

Be on time to all classes

### Lunch Line

Walk at all times

Wait in line patiently

Use good manners

Speak/talk softly

All food & drink stays in the cafeteria

Clean up your area

Place recyclables in proper containers

### Outside Commons

Walk at all times  
Sit on steps

Remain on concrete

Enjoy food inside

## GIVE ME FIVE

All OMS students are expected to be orderly at all times. At OMS we issue a call for attention by raising one hand. This is commonly referred to as "Give Me Five". When teachers or administrators raise their hands requesting a "Give Me Five" students are expected to respond immediately by:

1. **Being quiet and refraining from all talking**
2. **Focusing eyes on speaker**
3. **Making sure that hands are free**
4. **Being quiet and not moving**
5. **Listening**

# Student Handbook

## Student Information

### ABSENCES

A student who will be absent for two consecutive school days may request his/her assignment by calling the records clerk in the office at 662-236-5508. Please call **before 9:00 AM** in order for assignments and materials to be gathered by the end of the day. Teachers will have those assignments in the front office by 3:10 PM. When a student returns to school, he/she must check into the front office for a written excuse. The secretary will give the student an admittance slip and all excuses will be kept on file in the front office. Students will not be allowed to enter the classroom without an admit slip. Oxford Middle School will recognize ten parental notes per semester to excuse an absence. All other absences will be considered unexcused unless medical documentation is presented.

### ACADEMIC RECOGNITION

OMS will recognize the following levels of academic achievement:

- To qualify for the A-Honor Roll, a student must earn A's in all subjects.
- To qualify for the A-B Honor Roll, a student must earn at least one A and six B's in all subjects.

### ADVANCED PLACEMENT IN MATHEMATICS

Beginning with the eighth grade class of 2004-2005, Pre-Algebra, Transition to Algebra, Algebra I or Geometry will be awarded one Carnegie unit and counted toward the overall total units required for graduation from Oxford High School. This grade will be factored into the high school grade point average and will be used to determine rank in class. Students who have completed one of these math courses and earned a grade of 70 or above will not be permitted to take the course again for credit. Students who have taken one of these courses and earned a grade below 70 will take the course again in 9<sup>th</sup> grade. The failing grade remains part of the high school transcript.

### ARRIVING TO SCHOOL AND DEPARTURE FROM SCHOOL

Students are expected to be in their seat in the classroom and ready for instruction when the tardy bell rings at 7:50 AM. Any student not in his or her assigned area is tardy. Students who ride to school in cars before 7:40 will unload in the area near the awning on the north side of the gym. Those students who do not eat breakfast will sit in their assigned area and remain seated until the bell rings for dismissal to class at 7:40. Students who eat breakfast are to report immediately to their cafeteria. They will remain there until the bells rings for dismissal at 7:40. 7<sup>th</sup> and 8<sup>th</sup> grade students who arrive at school

after 7:40 will use the unloading zone on Martin Luther King Dr. Breakfast will stop being served at 7:40. 6<sup>th</sup> grade students will be picked up at the loading zone on Washington Avenue beginning at 3:05. 7<sup>th</sup> grade students will be picked up at the loading zone in the parking lot on the north side of the gym. 8<sup>th</sup> grade students will be picked up outside the main doors of OMS on Martin Luther King Dr.

See Appendix for School Map, Page 18

### ASSEMBLIES

When attending school programs, students are expected to enter and leave the cafeteria as directed. Students are expected to remain seated, to pay attention to the program, to applaud when appropriate, and to refrain from talking with others. Unless otherwise directed, all books and school materials, but not personal valuables, should be left in the classroom. Students are required to sit with the class and the supervising teacher with whom they were dismissed to attend the assembly.

### BAND

Director's approval is required to participate in band. Students are required to purchase their own instrument except if using school-owned equipment. Directors will assign students to play school owned equipment. Prior experience is recommended for 7<sup>th</sup> and 8<sup>th</sup> grade band. Band is a yearlong class in which students must complete performance requirements.

### BELL SCHEDULE

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### BEHAVIOR

Self-control and good citizenship are the main objectives of good discipline. Through pupil and staff discussion, reasonable and appropriate guidelines for self-control and good citizenship will be reinforced. If rules are disregarded, appropriate action will result through teacher and/or principal involvement. The following actions are considered when classroom rules have been violated. Any or all of the following could result:

#### **Teacher discipline:**

- 1st interruption-warning
- 2nd interruption-counseling
- 3rd interruption-parent contact
- 4th interruption-teacher punishment (500 word write-off or teacher detention)
- 5th interruption-Office referral

#### **Administrator Discipline**

- Warning (Parental Notification)
- Administrative Detention (Parental Notification)
- In-School Suspension (Parental Notification)
- Out-of-School Suspension (Parental Notification)
- Students will be placed on strict probation and a behavior contract will be put in place. (Parental Notification)
- Referral to OLC

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

### **BUSES**

If a student wants to ride a bus to a location other than his/her regularly scheduled stop, he/she must bring a note from home. That note must be given to the receptionist in the office before 9:00 AM. The secretary will keep the note on file and give the student a bus ticket that will enable him/her to get on a different bus. Parents who wish for their student to regularly ride the bus somewhere other than a residence must complete the necessary paperwork at the Superintendent's Office. Buses do not stop in non-residential areas, including the public library. Discipline will be administered per board policy JCDAD.

### **CAFETERIA**

Breakfast for all students is free. Students will pay for lunch during breakfast time. Payment for more than one day at a time is encouraged. All checks should be made payable to OMS Cafeteria. Lunch prices and forms will be sent home with students at the beginning of the year. Students are expected to follow the cafeteria rules and procedures. Ice cream and milk products may be purchased without purchasing a meal. All other extra food items can only be purchased after a regular meal is purchased first. State law prohibits all charging in the school cafeteria. Students will be allowed to pick their seats at the beginning of the year. Those seats will become their permanent seats for the remainder of the year.

### **CARNEGIE UNITS**

Carnegie Units are end of course credits that a student receives upon successful completion of certain subjects offered at OMS that are factored into a student's high school GPA. The courses that carry a Carnegie unit toward graduation (for eighth graders only) at OMS include: Pre – Algebra, Transition to Algebra, Algebra I, Geometry, and Computer Discovery

### **CELL PHONES**

Cell phones must be powered off and be out of sight during school hours. Phones may be used outside of the building after 3:05. The school will not be responsible for personal items that are brought to school by students. If a student uses a phone during school hours, it will be confiscated and held for parent pick up from an administrator. **The second time that a cell phone is confiscated it will be kept by an administrator for the remainder of the semester.**

### **CHARGER ZONE**

Each student will be assigned to a Charger Zone where remediation, silent reading, or study skills will be monitored.

### **COMPETITIONS**

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

### **DETENTION**

Administrative after school detention meets from 3:05–4:00 Tuesday and Thursday in the OMS Cafetorium. The only activity allowed during ASD is silent study; therefore, students must bring materials to study. Students who are tardy to ASD may be denied admittance. Failure to report to ASD will result in an additional consequence. As a result of undesirable student behavior administrators may assign students afternoon detention on Tuesday, Thursday, or Friday.

### **DISMISSAL/CHECK OUT**

A student may be checked out of school if the parent or guardian personally signs the student out. Parents are strongly encouraged to pick up students during non – instructional periods, such as the changing of classes to avoid classroom interruptions and loss of valuable instructional time. Students will not be dismissed from school unless the students' parent or other previously identified person personally signs the student out.

### **DRILLS**

Knowing what to do in times of crisis, inclement weather, and emergencies is essential. In an effort to ensure our students' safety and well being, in the event of an actual emergency, drills will be practiced occasionally at OMS.

- Follow the directions heard over the intercom
- Be absolutely quiet and follow instruction according to your teacher in an orderly manner.
- Stay with the members of your class in the designated area.
- Return to the classroom only when instructed to do so.

### **DRESS CODE**

The Oxford School District Student Dress Code will be adhered to. Additionally all male students will be required to wear a belt and to tuck their shirts in while on school property. OSD Board Policy JCDB.

**EARLY RELEASE DAYS**

OMS students will be dismissed at 12:05 PM on early release days. In cases of inclement weather or other events, additional early release days may be warranted and scheduled. Early Dismissal Schedule (Page 16)

**ELECTRONIC DEVICES**

Electronic devices (such as Game Boys, Discmans, IPODS and other media players) should not be seen in plain view during the hours from 7:15-3:05. If your student brings an electronic device to school and it is visible to any adult, it will be confiscated, and sent to the office for a parent to pick up from an administrator.

**EXEMPTION POLICY**

An exemption policy will be set by the faculty and staff at OMS.

**FIELD TRIPS**

Field trips are an extension of the educational program that expand and reinforce concepts learned in class. Students are encouraged to take field trips. Prior to taking the field trip, students must complete an Oxford City Schools Student Field Trip and Class Excuse form and turn it into the teachers. This completed form, with the appropriate signatures, must be on file with the teacher sponsoring the trip prior to departing for the planned event. Students not attending a field trip are expected to be in school working on an assignment related to the objectives of the field trip.

**FORGOTTEN ITEMS**

If you student forgot homework, needed school supplies or permission slip, etc., there is a counter in the office for parents to bring forgotten items to school. **Classes will not be interrupted for this reason.** Students may come to the office to pick up items before or after lunch or with permission from a teacher.

**GRADING-As of April 18, 2008**

The numerical grades listed below will be used to determine the letter grade of the subject.

- A.....93-100
- B.....85-92
- C.....76-84
- D.....70-75
- F.....Below 70
- S.....Satisfactory progress
- U.....Unsatisfactory progress

Teachers will explain the formula used to determine nine weeks grades to the students and provide a copy of their grading procedures to parents. Homework, daily grades, tests, projects, and the nine weeks test can all be used to determine the nine weeks average. Grades from other activities, to be determined by the teachers, may also be used. The semester average will be determined by

averaging the two nine week grades. The yearly grade on each subject is the average of the two semester grades.

**GUIDANCE OFFICE**

The guidance office is responsible for counseling students, arranging conferences with parents, registering and withdrawing students, maintaining student records, recording attendance, preparing student schedules, administering standardized tests, and referring students and family to other agencies as appropriate.

- Any student withdrawing from school must go to the Guidance Office.
- After talking with a counselor, the student is to report to each of his/her teachers, the librarian, and the secretary with a withdrawal form which provides a place for the following: current grade, textbook check, charges for lost or damaged books, and any school indebtedness. Each person will check the form.
- After the form is completed, a copy will be given to the student to present to his next school and another copy will be filed in the student’s permanent record.
- Withdrawal is not official until a parent or guardian has talked with the school counselor.

**HALL PASSES**

OMS students are expected to be in their assigned class on time. If an emergency occurs and the student must leave the classroom, a completed hall pass must be in their possession. The pass must contain the student’s name, the date and time, the destination, and the teacher’s signature. Students should not come to the office between classes or at lunchtime, unless called to the office.

**HOMEWORK**

Homework should be an extension of a classroom experience; it should not be assigned for disciplinary purposes. Discretion should be used by teachers in the assigning of homework prior to weekends, vacations, and holidays. Homework and projects should not be assigned so that the due dates will conflict with the celebration of religious holidays. Parents will be informed at the start of the school year the percentage weight each teacher assigns to homework.

**Student Responsibilities For Homework**

- Homework is the student's responsibility.
- Students are expected to use some organized method to record assignments.
- Students should make every effort to clarify homework assignments before leaving school.
- Students should complete homework assignments alone, unless it is beneficial to complete work cooperatively with other students. If the homework is difficult, a student should seek help from a teacher.

### **(Homework continued)**

- Students are expected to complete assignments and turn them in to teachers on the pre-determined due dates.
- Students are responsible for obtaining from their teachers any missed assignments and class work, and this work should be made up within three (3) days of the absence. Failure to turn in make-up work may result in a lower grade.

### **Parent Responsibilities**

- Homework is a responsibility that rightfully belongs to the child, not the parents.
- Direct parental participation should be minimal; the younger the student, the more likely the need for parental involvement.
- Parents should provide a place to study, free from distractions, and provide appropriate materials, pencils, pens, erasers, rulers, etc.
- Parents should monitor the time spent on homework and speak with the teacher if the amount of time appears to be consistently excessive or too little.
- Parents should speak with the teacher if the assignments seem unclear or too difficult.
- Homework is a necessary part of life at Oxford Middle School. As a general rule, students will have to spend some time each day on homework. Research shows that **one of the most frequent reasons for student failure and/or low grades is not doing homework.** Some teachers list homework assignments on the website at [schoolnotes.com](http://schoolnotes.com).

### **INTERNET USAGE**

Students will be required to familiarize and complete the Internet User Agreement policy form prior to accessing the Internet on any computer within the school building. Students will be able to use the computer after the form is completed.

### **LATE WORK**

Students will be allowed (for partial credit) to turn in work on Monday that had been assigned the previous week. No credit will be given for work turned in after Monday of the following week.

### **LOST AND FOUND ITEMS**

Items that have been lost or found should be turned into the office. They will then be placed on the Lost and Found Table near the front entrance to the cafeteria. Inquiries about any lost or found item should be directed to the school secretary. These items will be kept and stored temporarily. Items not claimed within a reasonable time period will be contributed to a social agency.

### **MAKE-UP WORK**

If a student is absent from school, that student must assume responsibility for arranging make-up work with his/her teachers within 3 days of the absence. Make-up work must be completed and handed in on the date determined by the teacher. Failure to turn in make-up work by the assigned time may result in a lower grade.

### **MEDIA CENTER GUIDELINES**

- When using the media center, the student is expected to observe all rules and regulations.
- Students are expected to be quiet and courteous, return all material on time to the proper places, be careful with materials, and ask an adult when help is needed.
- Students who plan to use the media center during their lunch period or before school must obtain permission from the librarian or the librarian assistant before they will be allowed to do so.
- Students who have outstanding damage fees and lost materials will lose their privilege to use the media center and will be assigned a permanent seat in the cafeteria until all material are returned or paid for. Students must pay for lost or damaged books before final grades are issued.

### **MEDICATIONS**

All medicine will be dispensed in the nurse's office unless students are on a field trip. Parents may come to school and administer medicine to their child in the nurse's office. All dispensation of medicine will be recorded and the person dispensing the medicine will initial the daily log sheet. Medications of any kind are not to be carried by students on his/her person at school.

### **MIDDLE SCHOOL SCHEDULE**

The middle school schedule is made up of five core subjects. These subjects are aligned with the Mississippi Curriculum Frameworks. In the 6<sup>th</sup> grade the core subjects are Reading, Math, Science, English and Social Studies. In the 7<sup>th</sup> grade the core subjects include Math, Science, English, Social Studies, and Career Discovery. In the 8<sup>th</sup> grade the core subjects include Math, Science, English, Social Studies and Computer Discovery. Physical Education is also required for all students.

### **MISSISSIPPI CURRICULUM TESTS (MCT2)**

OMS students will be required to take the Mississippi Curriculum Tests in May 2007. The MCT tests assess students' math, language, and reading skills. Seventh graders will also be required to take the Writing Assessment in addition to the MCT in March 2009.

### **MONEY/PERSONAL ITEMS**

Students are encouraged to bring only items that are necessary for school and school related activities.

**Students are encouraged to keep excessive amounts of money at home. Students are responsible for keeping up with all money and personal items. The adults in the building are not responsible for any money or personal items.**

### **PHYSICAL EDUCATION**

A change of dress is required for physical education..

Students must have a pair of shorts, a T-shirt, socks, and tennis shoes. Students must dress out for each class meeting. If students continually fail to dress for P.E. they will be referred to the office.

### **POSTERS**

All posters, brochures and signs must be approved by the principal or assistant principal before they can be placed anywhere on the school campus. Posters must not damage walls when posted or removed.

### **PROGRESS REPORTS**

Progress reports from each teacher are sent via students to parents or guardians approximately four or five weeks before report cards are issued. Progress reports inform parents of the present performance of the student. These progress reports are to be signed and returned to the school.

### **PUPIL RETENTION AND PROMOTION POLICY**

According to Board Policy IHE, promotion to grade 7 requires passing grades in reading, social studies, math, English, and science. Promotion to grades 8 and 9 requires passing grades in English, math, science, social studies, and one elective, plus the mastery of skills as prescribed in the District Curriculum Plan.

### **REPORT CARDS**

Report cards from each teacher are sent via students to parents or guardians at the end of each nine-week period with the exception of the fourth nine weeks. The report cards for the fourth nine weeks will be mailed provided that the student does not have any outstanding fines or fees. Report cards provide parents with a summative report of the students' academic progress. These report cards are to be signed and returned to the school.

### **RESTROOMS**

Students are encouraged to use the restroom during non-instructional time unless an emergency arises. If there is a medical problem that causes excesses use of the restroom, medical documentation must be on file in the office.

### **SALES**

While on school property, students cannot sell goods or services for their personal gain or benefit nor allowed to

sell goods or services for non-school related organizations. All fundraisers must be approved by the administration.

### **SCHEDULE CHANGES**

All schedule changes must come through the guidance counselor's office and have the principal's approval. Students will be required to complete a change of schedule form with the appropriate signatures attached. This form can be picked up in the guidance clerk's office.

### **SPORTING EVENTS**

At sporting events, students are expected to show good sportsmanship whether participating or watching, to be courteous to out-of-town visitors as well as others, and to observe with dignity the playing of the national anthem or flag raising. Students are expected to follow the school rules. Students who behave inappropriately may be asked to leave. A school administrator may ban offenders from any and all extra-curricular school activities.

### **STRICT PROBATION**

Students who are placed on strict probation will adhere to the following guidelines.

- Check in with administrator in the morning
- Assigned seat in Gym, Cafeteria, and bus dismissal if applicable
- All hall privileges revoked unless escorted by administrator
- Must be personally dismissed by teacher to go to next class
- Student will be removed from ALL extra-curricular activities
- Length of probationary period to be set by administration
- Participation in extracurricular activities suspended, including athletics

### **STUDENT CLUBS AND ORGANIZATIONS**

**Chess Club; Math Counts; S.E.A.S; Knowledge Master; Student Council; Yearbook; Cheer Squad; and, Knitwits.**

### **STUDENT CODE OF CONDUCT**

Each student will receive two copies of the OSD Student Code of Conduct. One is to be kept at home and one signed and returned to be kept on file.

### STUDENT RECOGNITION

Teachers and administrators will recognize students who make positive contributions to the school climate through either good behavior or good academic work. Staff members recognize individual students, but they also encouraged to use school-wide recognition programs as well. The following recognition programs will be in place at Oxford Middle School:

- Charger of the week. Given weekly to a student who is selected by his/her team for showing positive impact on the students or the learning climate using the following criteria: a) academic effort; b) models cooperative/positive attitude; c) supportive of others; d) follows classroom and school rules.
- Student of the Month Breakfast is given each month to honor those students who have been chosen Charger of the week.
- Perfect Attendance. This award is given at the end of each year to students and staff who have had perfect attendance for the year. The award is based on school records.

### TARDIES

Student who are tardy to school or during the school day must report to the office for an admit slip to class. Students who are tardy to school during first period will follow Teacher Discipline Procedures. Students who are tardy during the school day will follow Administrative Discipline Procedures. Consequences will range from after-school detention to out-of school suspension. Teachers or administrators can excuse a student tardy in

extenuating or emergency situations. All students must report to their respective office to sign in.

### TELEPHONE

**In case of an emergency**, a student may use the telephone in the office. The student must have a signed pass from their assigned teacher that states he/she may use the phone.

### TEXTBOOKS

**Students will be issued a set of school-owned textbooks that will be left at home.** Teachers will have textbooks for students to use in the classroom. Parents will be asked to sign a book form for their student, assuming full responsibility for all books issued, including library books. If books are damaged or lost, fines will be assessed. **Any student owing fines for lost or damaged textbooks will not be issued textbooks until the fines are paid in full.** The list price of the book will be charged if a book is lost or severely damaged. End of the year grades will not be mailed to students who have failed to pay for damaged or lost textbooks.

### TUTORING

After-school tutoring will be mandatory for all students who have a 75 or below in any course offered at Oxford Middle School. Tutoring will be held on Tuesdays and Thursdays beginning on Tuesday, September 9. Students will remain in tutoring until the next grading period is complete. Transportation and a healthy snack will be provided.

# OMS SCHOOL WIDE PROCEDURES

School is a place where learning occurs everywhere and at all times. Many children and adults come together at school and spend many hours together. A school needs rules of behavior to make sure that everyone can be free of distraction, fear or discomfort so that learning can take place. We believe that each student and each teacher has the following rights in school:

- To work in pleasant, safe and orderly surroundings
- To be free from insulting or abusive treatment from others
- To have an atmosphere that encourages learning.
- Along with the Oxford School District Code of Conduct, our teachers have created school-wide procedures to protect these rights and will outline expected behavior of the school community. Each one of you will receive two copies of the Code of conduct—one for you and the other for your parents. Your teachers will go over the Code of Conduct and School-Wide Procedures with you several times during the year.

## HALLWAY PROCEDURES

- Keep hands, feet and objects to yourself and walk directly and quickly to the next class (or restroom/water fountain if necessary).
- Walk down the right side of the hallway.
- Upon entering the classroom students will begin a bell-ringer/warm up activity.
- Alternate procedures will be provided for students who do not comply with above procedures.

## CAFETERIA PROCEDURES

- Students will be escorted to the cafeteria where they will remain seated in an assigned seat of their choosing until dismissed to the lunch line by an administrator or his designee.
- Stand in a single file line leaving the doorways clear in the cafeteria.
- Exhibit appropriate table manners—keeping food on your tray, cleaning up after yourselves, handling food only from your tray and putting food, trays or food items on top of the table only.
- Get permission to go to the restroom from the administrator or his designee.

## OUTSIDE COMMONS PROCEDURES

- Stay on the concrete only.
- Stay off the retaining walls.
- Keep the north steps open for walking at all times

- You may sit on the south steps.
- North handrails, south handrails, and concrete paving are the boundaries for the outside commons.
- Handrails are for hands only; no sitting or sliding on handrails.
- Covered steps are to be used only in inclement weather.

## MOVING TO GYM AND BAND, TO, AND FROM, THE MAIN BUILDING

- Walk on the right side of the steps.
- Yelling and screaming at each other outside is inappropriate.
- Keep hands and feet to themselves.
- Be out of the building by 3:10, unless you they are under a teacher's supervision.
- Pick up instruments in the band hall as soon as the dismissal bell rings.

## BUS DISMISSAL PROCEDURES

Take a few minutes to clean up the room at the end of each day before leaving to go home.

**Walkers/Riders** will walk to their area.

- 6<sup>th</sup> Grade-loading zone on Washington Avenue
- 7<sup>th</sup> Grade-loading zone in parking lot on north side of gym
- 8<sup>th</sup> Grade-loading zone in front of OMS on Martin Luther King Dr.
- Remain on sidewalk, behind the blue line.
- For safety reasons, you cannot cross the street or parking lot to get into a car.
- Walking to Stone park is discouraged for safety reasons
- Stay off the grass and lights.
- Only car riders are to remain in this area.

**Bus Riders.**

- 6<sup>th</sup> Grade-under the awning between Central Campus and Gym – boys on the right and girls on the left
- 7<sup>th</sup> Grade-under the awning next to the band hall– boys on the right and girls on the left
- 8<sup>th</sup> Grade-on the steps leading down from the cafeteria – boys on the right and girls on the left
- Remain on sidewalk and stay behind the blue line.
- Only bus riders are to remain in the bus area.

For safety reasons, wait for the bus to come to a complete stop before stepping off the curb

# 2008-2009

## Oxford Middle School

### Bell Schedule

<i>Period</i>	<i>Start</i>	<i>End</i>
<i>1<sup>st</sup> Period</i>	<i>7:50</i>	<i>8:40</i>
<i>2<sup>nd</sup> Period</i>	<i>8:44</i>	<i>9:34</i>
<i>3<sup>rd</sup> Period</i>	<i>9:38</i>	<i>10:28</i>
<i>4<sup>th</sup> Period</i>	<i>10:32</i>	<i>11:22</i>
<i>Announcements</i>	<i>11:26</i>	<i>11:29</i>
<i>5<sup>th</sup> Period</i>	<i>11:29</i>	<i>1:17</i>
<i>6<sup>th</sup> Period</i>	<i>1:21</i>	<i>2:11</i>
<i>7<sup>th</sup> Period</i>	<i>2:15</i>	<i>3:05</i>

*The first bell will ring at 7:40 a.m., signaling students to report directly to their first period class. The 7:50 bell serves as the tardy bell for 1<sup>st</sup> period.*

## *Lunch / Charger Zone Schedule*

<i>6A and 7A</i>	<i>Lunch</i>	<i>11:29 – 11:56</i>
	<i>Zone</i>	<i>11:59 – 12:26</i>
	<i>Class</i>	<i>12:26 - 1:17</i>
<i>7B</i>	<i>Zone</i>	<i>1:29 – 11:56</i>
	<i>Lunch</i>	<i>11:56 – 12:23</i>
	<i>Class</i>	<i>12:26 – 1:17</i>
<i>6B and 8A</i>	<i>Class</i>	<i>11:29 – 12:23</i>
	<i>Lunch</i>	<i>12:23 – 12:50</i>
	<i>Zone</i>	<i>12:53 – 1:17</i>
<i>6C and 8B</i>	<i>Class</i>	<i>11:29 – 12:23</i>
	<i>Zone</i>	<i>12:23 – 12:50</i>
	<i>Lunch</i>	<i>12:50 – 1:17</i>

## *Activity Period Schedule*

<i>Period</i>	<i>Start</i>	<i>End</i>
<i>1<sup>st</sup> Period</i>	<i>7:50</i>	<i>8:28</i>
<i>2<sup>nd</sup> Period</i>	<i>8:32</i>	<i>9:10</i>
<i>3<sup>rd</sup> Period</i>	<i>9:14</i>	<i>9:52</i>
<i>4<sup>th</sup> Period</i>	<i>9:56</i>	<i>10:34</i>
<i>Activity Period</i>	<i>10:38</i>	<i>11:22</i>
<i>Dead Period</i>	<i>11:26</i>	<i>11:29</i>
<i>5<sup>th</sup> Period</i>	<i>11:29</i>	<i>1:17</i>
<i>6<sup>th</sup> Period</i>	<i>1:21</i>	<i>2:11</i>
<i>7<sup>th</sup> Period</i>	<i>2:15</i>	<i>3:05</i>

## *Early Dismissal Schedule*

*Dates: August 27, September 17, January 28, February 18, May 21*

<i>Period</i>	<i>Start</i>	<i>End</i>
<i>1<sup>st</sup> Period</i>	<i>7:50</i>	<i>8:20</i>
<i>2<sup>nd</sup> Period</i>	<i>8:24</i>	<i>8:54</i>
<i>3<sup>rd</sup> Period</i>	<i>8:58</i>	<i>9:28</i>
<i>4<sup>th</sup> Period</i>	<i>9:32</i>	<i>10:02</i>
<i>5<sup>th</sup> Period</i>	<i>10:06</i>	<i>10:36</i>
<i>6<sup>th</sup> Period</i>	<i>10:40</i>	<i>11:10</i>
<i>Lunch (6<sup>th</sup> and 7<sup>th</sup>)</i> <i>7<sup>th</sup> Period (8<sup>th</sup>)</i>	<i>11:14</i>	<i>11:32</i>
<i>Lunch (8<sup>th</sup>)</i> <i>7<sup>th</sup> Period</i>	<i>11:36</i>	<i>12:04</i>

# Oxford School District Dress Code

## Revised June 26, 2006

Students will dress in accordance with the following guidelines:

### **General Dress Code**

- Clothing should not cause a disturbance or create a health or safety hazard.
- All clothing should be in good repair. Torn, ripped or clothing with holes is not permitted.
- Clothes should fit appropriately.
- Shorts and skirts must be hemmed and extend beyond the fingertips when arms are put to sides.
- Excessively baggy or tight-fitting clothing is not permitted.

### **Shoes**

- Shoes and sandals are to be worn properly.
- Shoes with taps, cleats and similar types of metals may not be worn.
- House shoes are not allowed.

### **Hats and hair**

- Hats, caps, sweatbands and other types of head coverings shall not be worn in the building unless approved for religious or medical reasons.
- Hair should be neat and clean.
- Hair should not obstruct vision.
- Rollers, combs, and picks shall not be worn in the hair.

### **Shirts and Tops**

- Students shall not wear clothing with obscene, crude suggestive or vulgar phrases or clothing that is suggestive or indecent.
- Clothing advertising or supporting the use of alcohol, tobacco products, illicit drugs, promiscuity, or violence is not allowed.
- Clothing that exposes underclothing shall not be worn.
- Clothing considered and designed, as underclothing shall not be worn as outside garments.

### **Clothing Not Allowed for Males**

- Sleeveless garments, cut-off shirts and unbuttoned shirts.

### **Clothing Not Allowed for Females**

- Strapless tops, tank tops, tops with spaghetti straps, tops with excessive low necklines, halter tops, tops that expose the midriffs, sleeveless garments which do not completely cover undergarments.

### **Pants and Clothing**

- Sagging pants worn below the waist are not allowed.
- Pajama pants are not allowed.
- Pants with writing across the seat are not allowed.
- Pants that drag the floor are not allowed.
- Clothing that exposes underclothing may not be worn.
- Clothing considered and designed, as underclothing shall not be allowed.
- Sweat pants, warm-ups, running shorts, and gym shorts, shall only be worn in appropriate physical education classes and are not appropriate in the classroom setting. Jersey and nylon shorts are not appropriate classroom wear for girls or boys. Jean or Khaki shorts or fabric shorts that fit okay would be appropriate.
- Any fastener designed for clothing must be used appropriately.
- Gang related apparel is not allowed.
- Gang symbols (such as pacifiers, bandannas, or any other item or hairstyle identified with a gang).
- Symbols identified with a high school fraternity or sororities are not allowed.
- Trench coats and duster style coats are not allowed.

### **Jewelry**

- Jewelry that is a health or safety hazard may not be worn.
- Jewelry that depicts weapons of violence, drugs or alcohol may not be worn.
- Jewelry in pierced body parts is not allowed except ears.
- Jewelry with spikes is not allowed.
- Sunglasses, Wallets, and Coats
- Sunglasses shall not be worn in the building (not on your head, your neck or your face – in your pocket please) unless prescribed.
- Wallets with chains or watch chains shall not be worn.





STUDENT HANDBOOK MANUAL RECEIPT ACKNOWLEDGMENT: form letter to be signed by student and parent to indicate he/she has received the Oxford Middle School Student Handbook and understands its effect.

I have received my copy of the *Oxford Middle School Student Handbook*. It is my responsibility to read and understand the matters set forth in this Handbook. It is a guide to school policies and procedures.

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*[Student Signature]*

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*[Parent Signature]*