

Oxford Elementary School 2010-2011

This Parent-Student Handbook has been prepared to provide essential information to the students and families of Oxford Elementary School. Please take time to review the contents.

Oxford Elementary School
5915 Oxford School Road
Claremont, NC 28613
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www.catawbaschools.net
Principal—Kelly Nicholson
Assistant Principal – Cynthia O’Neal

MESSAGE FROM THE PRINCIPAL

Dear Parents/Guardians,

The faculty and staff are pleased to welcome you as a partner in the education of your child. An easy way for parents and educators to strengthen our partnership and develop clear communication can occur through the use of the student planner. Parents are encouraged to use the planner as a communication tool and monitoring device for student assignments and classroom activities.

We believe these planners to be valuable for maintaining daily contact between the school and home. As partners, we will need to remain in contact with one another on a regular basis. This planner will come home each day and carry within it information, notes and papers you will find helpful.

In addition to using the planner, parents and teachers are asked to keep in contact with one another on a regular and consistent basis through parent conferences, phone calls, email, school visits and volunteering. Any form of involvement and positive communication is always welcomed to strengthen our educational program.

Our mission is to teach, learn, and lead for the future.



Oxford Elementary School Daily Schedule

7:20 a.m. Teachers Report to class
7:30 a.m. Building open for students/Instruction begin
7:30-7:55 a.m. Breakfast served
7:55 a.m. Tardy Bell
2:30 p.m. Student dismissal
3:00 p.m. Teachers end duty for the day

The school day is designed to provide the time required to instruct children to achieve proficiency in the subject matter taught. Being tardy and early dismissals take away from this essential time needed to educate students. **Parents are strongly encouraged to have children in school for the entire instructional day.** Please make every effort to assist with this. If tardiness or early dismissals become a pattern for your child, you will be contacted by school personnel regarding this matter.

BEFORE/AFTER SCHOOL CARE

Before and After School care are provided for a fee by Community Schools from 6:00 to 7:30 a.m. and from 2:30-6:00 p.m. Please call 459-9080 to make arrangements for this service.

Reminder: Students may not arrive at school before 7:30 a.m. Students should not be released from cars to wait for doors to be opened. Parents are expected to fully supervise children prior to the opening of school.

Students may not be on campus after 3:00 p.m. unless they are participating in an organized activity. Students not picked up by 3:00 p.m. **will be sent to after school care** at parent’s expense.

STUDENT EXPECTATIONS

Our teachers and administrators have high expectations for all students. Our staff wants all children to get the most from their educational experience. The following expectations work to promote a caring and responsible environment regardless of age:

- Problem Solve appropriately
- Treat everyone with respect and courtesy
- Be responsible for your attitudes and actions
- Be a good citizen, work together
- Be trustworthy and honest
- Practice good safety habits at all times

ATTENDANCE

A child should be in school every day that he/she is physically able. It is extremely difficult to successfully keep up with class work if attendance is poor. If a student is repeatedly absent without proper cause, the school social worker will be notified. It is the responsibility of the student to make up all assignments, projects and tests missed during absences. Please note absences and tardies will effect student's participation in PBIS (Positive Behavior Intervention Support) events.

ABSENCES

If a child has been absent from school, please write an excuse giving name, date, days of absence, reason for absence and parent signature. The excuse should be given to the teacher within two days of returning to school. Excessive absences will result in the parents being contacted by either school administration or the school social worker. Educational leave of absence request forms can be obtained from the office.

TARDIES

Students who report to school after 7:55 a.m. must report to the office before going to the classroom. All students arriving after 7:55 must be signed in by an adult and obtain a tardy pass before going to class.

LEAVING SCHOOL

A request to have a child excused from class early should be made in the office. The office will notify the child to come to the office. Students must be checked out appropriately in the office before leaving school grounds. Students will only be released to parents or guardians unless the school has been notified otherwise and permission has been granted for someone else to pick up the child. Individuals may be asked to show a valid ID prior to a child being released.

VISITORS TO THE SCHOOL

In order to ensure the safest environment possible, **all parents and visitors are required to sign in at the office upon arriving on school grounds.** All visitors must wear a visitor's badge in a visible location so they can be identified them at all times while on school grounds. Visitors should remain in the designated location requested upon check-in. Additionally, all visitors **must** sign out upon leaving school grounds.

Parents are not allowed to walk students past the office without a scheduled appointment past the first two weeks of school.

BUS RIDERS

Bus transportation to and from school is provided for all students. Riding the school bus is a **privilege**. Students that misbehave on the school bus may be denied transportation privileges. Students are to ride the same bus every day unless permission has been granted to ride another bus. Parents must request in writing permission for their child to ride a different bus or to get off at a different stop. Requests must be made through the school office and approved by school administration.

CAR RIDERS

Students riding in cars to school may enter the building at 7:30 am and will be dismissed beginning at 2:30 pm. All students must be picked up in the car rider line. All vehicles must display the student name cards. Any vehicle not displaying a student name card will be asked to produce a picture ID. Parents will no longer be allowed to walk-up and sign out students from the car rider area.

CHANGES IN TRANSPORTATION

Changes in transportation should be planned and put in writing by the parents or guardian. **When a necessary change unexpectedly occurs, parents should call the office by 1:45 p.m. Absolutely no transportation changes should be left on teacher's voice mail. After 1:45 p.m. the school cannot guarantee that a message to change mode of transportation can reach a child.**

IMPORTANT PROCEDURES

Change of Residence, Telephone Number or Transfer—If a change in address or work/home telephone number occurs; please notify the school at once. If you move to an address outside the Oxford attendance district, parents must request a Student Transfer Release to allow students to remain at Oxford. The release must be obtained at Catawba County Schools Central Office. Please provide as much contact information to the school as possible. If you have mobile numbers or email

addresses, please contact the school's data manager with this information.

Alert Now Phone Tree – We use the Alert Now phone tree communication system to remind families of important school events, grade level reminders, weather announcements, club events, and any changes that might affect your child. Please make sure our data manager has a CURRENT phone number at all times.

Inclement Weather Guidelines -- It is the right and responsibility of parents to decide if a student should attend school under abnormal weather conditions. If early morning conditions require that schools open late or be closed for the day, local radio stations, television stations and the Catawba County Schools web page (www.catawbасchools.net) will announce the adjusted schedule. Be prepared in advance for an early dismissal due to weather conditions. Please instruct your child of procedure he/she is to follow. Do not call the school. It is essential that phone lines be kept open for emergency calls. Remember—After School care does not operate when school is dismissed early due to weather.

Homework -- Homework may be given to students for review and enrichment. The teacher will give a clear explanation so homework will be a learning experience. Generally children have higher achievement when parents show an interest in their children's school work. Students are expected to make up missed work due to absences. **Teachers cannot stop during the instructional day to prepare make-up assignments.** In case of absences, please call and request home work before 10:00 a.m. by calling the school office. Work will be left in the office for after school pickup.

Medication -- If it becomes necessary for a student to take any form of medication at school, a signed note from the doctor stating time and dosage must accompany the medication. All medications are stored and administered in the school office.

Lice -- Lice is a parasite that can afflict any person and requires strong measures to exterminate. Catawba County Schools has adopted a **No Nit Policy**. If a student is found to have lice or nits in his/her hair, a parent or guardian will be called immediately to pick the child up at school. If there is more than one occurrence, the child will not be readmitted to school without a doctor's clearance or the signature of a representative from the Catawba County Health Department.

Personal Belongings -- Bringing personal belongings to school is discouraged. Any audio equipment (radios, CD players, iPods, Gameboys, etc) is not allowed at school unless permission has been granted for a special project or event. Dangerous objects and materials are not allowed on campus. Inappropriate items may be confiscated and kept until the end of the school year.

Cell Phones – Cell phone use/texting is not permitted during the school day. All cell phones must be turned off and kept in the student book bags during school hours. If this expectation is not followed, the cell phone will be taken to the office for parent pick up. If a cell phone is taken more than once, it will be kept in the office until the end of the school year.

Cafeteria -- The cafeteria serves breakfast and lunch daily. A computer program is used for money collection. We encourage you to pay in advance for more efficient serving time. No more than two extras may be purchased a day. Any monies not spent by the end of the year will be credited to your child's account the next year.

Parents are expected to keep lunch balances current and paid in full. Parents of children with negative account balances will be contacted by school administration to discuss balances being paid. Children owing money to the cafeteria may not purchase extras.

School Dress -- Oxford Elementary School seeks to maintain an orderly environment for education. To accomplish this, we have set a standard of student dress that we feel is conducive to a proper educational climate. **Immodest clothing of such type that distracts from the learning process shall not be worn. Examples are, but not limited to: tops with "spaghetti" or string straps; tops that allow the midriff to show; shorts no shorter than finger-tip length; excessively long or baggy pants.** Students are expected to abide by the Student Dress Code as deemed appropriate by the Catawba County Board of Education. Board policy can be found in the Parent Handbook or on the web at www.catawbасchools.net.

Flowers, Gifts and/or Balloons for Students -- Gifts and/or balloons may be delivered to students at school; these will be delivered to students at the end of the school day. However, due to safety hazards, no balloons or glass vases will be allowed on the bus.

Parent Conferences -- A parent orientation meeting is held at the beginning of the school year. Parent conferences should be held regularly throughout the school year. Teachers are willing to schedule conferences at all times during the year. Please feel free to call and arrange a time if you have concerns or questions. **All conferences MUST be prescheduled with teachers. Teachers will not be available for conferences without an appointment.**

Report Cards -- Report cards are issued every nine weeks. The report card jackets are to be signed and returned to the teacher. Mid-term progress reports will be issued at the four and one-half week mark. If you do not receive your child's report card or progress report please contact school administration.

Discipline -- To guarantee a safe and orderly, social and educational climate, it is important for students and parents to understand that acceptable standards of behavior will be expected at all times. Parents are expected to assist school personnel in maintaining an environment that promotes learning and respect. In the event that students are disrespectful, parents will be contacted to assist in helping to reach behavioral expectations. All consequences for student misbehavior will be based on the Student Code of Conduct from Catawba County Schools board policy.

Positive Behavior Intervention Support – Our school has adopted the PBIS philosophy which encourages students to maintain specific expectations in all school areas. Expectation Matrixes are posted throughout the school environment. Students are rewarded individually and/or as a group for appropriate behavior. Additionally, students can earn the opportunity to participate in several PBIS events.

Field Trips -- A school field trip is defined as a student or a group of students leaving a school campus under the sponsorship of the school and under the supervision of school employees to extend educational experiences consistent with the general goals and objectives of the total school program. All field trips are approved by the school's administration. It is the teacher's decision to plan and schedule field trips. Parents are needed and welcomed as chaperones on some trips; however, teachers will schedule chaperones to ensure all interested parents have an equal opportunity to attend. Parents are not permitted to ride activity buses. **Siblings of any age are not permitted, as field trips are an educational experience for the specific class or grade level.** Students are expected to travel with their class and will not be permitted to ride with a parent or guardian.

Value of the School Day – **As we strive to Teach, Learn, and Lead for the Future...**The value of an education is increasingly important. Schools provides students with opportunities to grow intellectually, socially and emotionally. **Every day is important!** As educators, we appreciate the continued effort of parents to have students attend school for the entire day. Please be sure students are on time and stay in school for the full day. Although we realize that traffic, appointments and the busy aspect of life sometimes conflict with school, **we cannot emphasize enough the value and importance of the entirety of the school day.**

PARENT TEACHER ORGANIZATION

The Oxford Elementary School PTO exists to promote the welfare of children. They sponsor many educational opportunities for our children and supply needed equipment and supplies for our school. Parents are encouraged to participate in the PTO by attending meeting, participating in fundraisers, chaperoning PTO events, and volunteering throughout the school setting. For more information please contact the school office.

Student-Parent-Teacher Agreement

We know learning can take place only when there is a combination of effort, interest and motivation. As we are all committed to progress at Oxford Elementary School, we are going to do our best to promote achievement. To achieve this, students, parents, and educators must be willing to recognize specific responsibilities. This agreement is a promise to work together. We believe that this agreement can only be fulfilled by our team effort. Together we can accomplish anything!!!

Students are expected to bring this planner to school everyday and to take it home each evening. Parents are expected to look over their student's planner every evening. Teachers are expected to encourage the use of the planner and monitor its use.

Student's Signature

Parent's Signature

Teacher's Signature

IMPORTANT DATES 2010-2011

- August 25..... First day of school for students
- September 6No school for students
- September 29.....Progress Reports
- October 29No school for students
- November 3.....Report Cards
- November 11No school for students
- November 24-26 Thanksgiving Holiday
- December 7.....Progress Report
- December 17.....Early Release Day
- December 20-January 2 Christmas Holiday
- January 17No school for students
- January 24-25No school for students
- January 27.....Report Cards
- February 21.....No school for students
- March 1.....Progress Reports
- March 28.....No school for students
- April 6.....Report Cards
- April 22.....Early Release Day
- April 25-29 Easter Holiday/Spring Break
- May 10.....Progress Reports
- May 30.....No school for students
- June 10.....Early Release/Last day of school
- June 15.....Report Cards