



great happens here

*Oxford Elementary School
5915 Oxford School Road
Claremont, NC 28610*

Dr. Rene Stilwell, Principal

Tim Adams, Assistant Principal

2019-2020 Student-Parent Handbook

Principal's Message

Dear Parents/Guardians and Students:

With great excitement I welcome you to the 2019-2020 school year at Oxford Elementary School. What a wonderful year it is going to be.

This handbook is filled with important information about our school policies and procedures. Parents and students should read the contents together. If you have any questions, please contact the school. We feel strongly that open and clear communication between school and home is important to the success of our educational program. We invite, encourage, and expect you to be an integral part of your child's learning experience here at Oxford. We are confident that by working together we will ensure your child reaches his or her highest potential.

Our staff members are committed to excellence in teaching and believe that all children can learn. Our major goal is to challenge each child with high expectations to learn, to achieve, and to fulfill his/her potential. This year our staff will concentrate on continuing to develop the whole student, socially, emotionally, and academically and encourage mindfulness within in our classrooms. These strategies and belief systems will help each and every member of our school learning community learn and grow!

Please know that I have an open door policy and value your input into our overall school program. Do not hesitate at all to contact me with any concerns you may have at any time throughout the school year. I look forward to a great 2019-2020 school year!

Go Cubs!

Sincerely,
Dr. Rene Stilwell
Principal

Daily Arrival

Students may enter the building at 7:55 am. We do not have teachers on duty to supervise students who arrive earlier than 7:55 am. Please do NOT drop students off in front of the school, they must be taken to the car rider area and released to an adult. Please do not let them out of the car until the staff on duty are present to receive them. The school day begins at 8:15 am with the tardy bell. Students not in classrooms at 8:15 am are considered tardy and must visit the office for a tardy note. If you arrive at school after our tardy bell rings, please park and walk inside to help your child sign in tardy. *Only students who participate in QUEST, specific before school activities, or safety patrol are allowed to be dropped off prior to 7:55. Students who participate in before school activities and safety patrol should be dropped off at the front entrance of the school.*

Morning Arrivals

Our car line is the safest way for you to drop your children off at school daily. We have staff and safety patrol members on duty to help your child get out of the car and enter the building. Please enter the school parking lot through the car rider entrance. Please do NOT let the students out of the car at carriders until one of the staff members comes to the car to retrieve them safely. The staff members will not take late arrivals. They will be leaving promptly at 8:15. If you arrive after that time, you must walk your child into the office to sign in tardy. If you choose to walk your child into the building for any reason, please park in a designated visitor's parking space and visit the office and obtain a visitor's pass. Parents are encouraged NOT to walk students to class daily as this is a safety concern as well as a distraction for teachers as they are preparing and supervising students. If you need to meet with teachers before school starts, we ask that you please make an appointment. We ask that parents use the car line as the safer option for student drop off. Thank you for helping us ensure safety for all students!

Leave Earlyies

Parents are discouraged from picking up students before 3:25 pm on a consistent, daily basis. Students who leave early 15 minutes every day will miss a total of **45 hours** of instruction by the end of the school year. In order for a leave early to be considered excused, we ask you to provide documentation such as an appointment card or doctor's note verifying your child does have a medical or dental appointment. Other leave earlyies will be excused at the discretion of administration according to the guidelines set forth in the attendance policy also included in this handbook. If you must pick up your child from school early, you must pull into the front parking lot. You must park in a designated parking spot and come into the office to sign out your child. We will not allow students to be released after 3:00 as this is a safety concern as well.. Do not go directly to the classroom. Due to the safety of all students, teachers do not dismiss students from their classrooms and must receive notification from the front office.

Visitors

All school visitors entering the building at any time must visit the front office and obtain a visitor's pass. All entrances remain locked during the school day for safety reasons. For the protection of our students, please have your photo ID

ready to show our office staff through our front door camera system. You must also come to the office with your ID to sign into the computer system.

Custody Issues/Protective Court Orders

We are required to grant educational access to all parents unless we have signed up to date orders by a judge that state otherwise. Please be sure we have current and up-to-date copies of all protective orders and custody orders in the front office.

Exceptional Children Referrals

When a teacher, parent, or other involved person suspects that a child may have a disability, he/she shall provide in writing the reason for referral, addressing the specific presenting concerns and the child's current strengths and needs. This referral shall be given to the principal of the school, the child's teacher or other school professional.

Before and After School Day Care

Before and After School Daycare is available at the school for a nominal fee through the QUEST program. Before school care starts at 6 a.m. each morning. The after school program runs until 6 p.m. on school days. Students must be registered by their parents each year before they can stay in the program.

Accident Insurance

Parents may choose to secure coverage during school or get 24 hour coverage for accidents. Information is available in the office.

Physical Education

Students are expected to participate in PE each week. Any child unable to participate must have a written statement from a parent/guardian or doctor. Students must have safe shoes (tennis shoes) for PE and will not be permitted to participate without them, resulting in a participation grade reduction.

Student Debt

Throughout the year, students incur various expenses. These include lunch charges, pictures, textbook fees, etc. These items cost the school money when not paid for by parents. A student debt list is maintained in the front office.

Students will not be able to purchase optional items or participate in extra activities if they owe unpaid fees. Please make sure you stay current on all unpaid fines at school. If you have a question about any fees owed or need to set up payment arrangements, let us know.

Emergency Contact Info

It is very important that we be able to reach you at all times during the instructional day. We realize contact numbers change frequently. Please be sure to keep us updated with current work, cell, home, and emergency contact numbers. When these numbers change, send the changes to both the classroom teacher and the front office.

Afternoon Departure

The school day ends at 3:30 pm. Bus riders are dismissed at 3:25pm. No car rider parents or vehicles are permitted to enter the front entrance where buses pick up and drop off during morning or afternoon bus loading or unloading times. Car riders are dismissed in the side parking lot. Parents must follow the traffic pattern to pick up children. Do not pass or drive around vehicles in your lane while picking up your child. Please use ALL 9 lanes for faster pick up. If you must enter the building during afternoon dismissal, you must park in a designated parking spot and walk into the building and obtain a visitor's pass. Parents are not permitted to park and walk up to pick up a child in the car ramp due to safety precautions. In these incidents, parents will be required to walk inside the building to sign out the child on our computerized sign out system in the office. All car rider parents must have a school issued car tag. Car tags must be school issued and can not be homemade. Let the front office know if you are in need of a tag. Parents without tags will be required to park and walk inside to sign out their child. This is for the safety of our children and this policy will be followed for all parents in all circumstances, no exceptions.

100% TOBACCO FREE SCHOOLS

The Catawba County Board of Education recognizes the use of tobacco products is a health, safety and environmental hazard for students, visitors and school facilities. The Catawba County School System has a **100%**

TOBACCO-FREE SCHOOLS

Policy. "Tobacco product" is defined to include vapes, e-cigs, juuls, cigarettes, cigars, blunts, bidis, pipes, chewing tobacco, snuff and any other items containing or reasonably resembling tobacco or tobacco products. "Tobacco use" includes smoking, chewing, dipping, or any other use of tobacco products. **No student, staff member, or school visitors will be permitted to use tobacco products on school property at any time.** This includes any school-sponsored or school-related events, such as performances, field trips, contests or meetings. In addition, non-school sponsored use of school property by the community, such as ball fields, etc. must comply with the **100% TOBACCO-FREE SCHOOLS** policy effective August 2007.

Bus Riders

Bus riding is a privilege and riders have certain responsibilities in order to use our bus service. Riders must be at the bus stop 5-10 minutes early ready to leave. Buses cannot and will not wait for late riders. Buses also will not come back to pick up students who have missed the bus. If a student misses the bus, the parent is responsible for transporting the child to school. DO NOT follow the bus and tell your child to get out of the car at another bus stop as this is a HUGE safety issue! If the parent is unable to do so, the absence is considered an unlawful absence. Students must remain seated at all times on the bus and must follow all rules of the driver in order to maintain safety at all times. If students break bus rules, drivers will carry out appropriate consequences up to an office referral. When students are referred to the office for bus behavior issues, bus riding privileges may be suspended. Students should not bring toys, electronics of any kind, or any other items that are inappropriate for school. If you have any questions for your bus driver, please do not stop them at the bus stop. Call the school and leave a message and he or she will call you back after the completion of the daily route.

Healthful Living Notification

All students must take Healthful Living Education in grades Kindergarten through 9th grade according to North Carolina law (G.S. > 115C-81)[e]). The nature of Health Education often includes the discussion of sensitive topics. In these situations, health teachers, school nurses and school counselors are trained for appropriate and accurate content as well as proper teaching methods. While we encourage all students to participate, a parent may request that his/her child be excluded from certain health topics due to religious/personal beliefs by contacting the school principal in writing. These students will be given an alternate health assignment. Any parent wishing to view educational materials to be used in teaching Healthful Living lessons may do so upon written request to the principal.

STUDENT ATTENDANCE

The State of NC requires that every student in the state between the ages of 7(or younger if enrolled) and 16 years attend school. Parents and guardians have the responsibility for ensuring that students attend and remain at school daily. NC General Statute 115C-380 provides for criminal penalty for any parent, guardian, or other person violating the provision of the State Compulsory Attendance Laws. To be counted present for the full day, a student must be present in the school for at least one-half of the school day. **When a student must miss school, a written excuse signed by a parent or guardian must be presented to the school no later than the third day after the student returns.** An absence may be excused for the following reasons: illness and medical appointments, death in the immediate family, participation under subpoena as a witness in a court proceeding, participation in a valid educational opportunity as approved by the principal, and religious holidays or observances. If a student misses the school bus, it is the responsibility of the parent to see that the student arrives at school. **Missing the bus is not considered an excused absence.** If no note from a doctor or a parent is received the absence is coded as unexcused. A student may accrue no more than 7 cumulative absences (excused or unexcused) during a semester. After the 7th absence, a doctor's note or principal approval is required to excuse any absence. Cumulative absences in excess of 14 days may constitute a valid reason for

retention. By law, we are required to notify parents with 3, 7, and 10 day letters regarding absences.

Oxford Student Dress Code

Student dress and personal appearance plays a vital role in the learning environment. Students are expected to dress in a way that does not cause distractions to the instructional environment for other students. In instances when the dress code is not being followed on the first offense, we will contact a parent/guardian to bring a change of clothing to school, or we will provide a change of extra clothing if available and parents will be notified. On the second infraction or if the problem continues, a student may be sent home. The absence will be coded as an unexcused absence. The following are guidelines for the school's dress policy for each and every student at Oxford Elementary School:

- ✓ No hats (unless it is a school sponsored special event)
- ✓ No "do rags" or head wraps
- ✓ Shorts and skirts must be modest length (at least to the tip of the longest finger when the arm is extended by the leg)
- ✓ All pants must sit at the waist and may not sag below the hips or expose undergarments
- ✓ No halter tops or dresses
- ✓ No spaghetti straps (tanks are permitted as long as they have at least 2-3 inches of fabric in the shoulder area)
- ✓ No shirts that expose the midriff, back, or cleavage
- ✓ No visible body piercings or hair styles that cause a disruption to the learning environment
- ✓ No shirts with inappropriate sayings or pictures, profanity, or slogans that promote any illegal substance or a substance that is detrimental to the welfare of children (alcohol, tobacco, vaping, etc.)
- ✓ Students should not wear shoes with wheels and tennis shoes are required on PE days

Blackboard Automated Calling System

This automated calling system is used to update parents with school announcements concerning special events, dates, and inclement weather information. In order for you to receive these calls we must have your most current phone information on file. We can add as many numbers to our call system as you would like. Notify your child's teacher or the office with questions.

Medications

Students are not to take any medication at school unless it is administered by a trained school employee. Furthermore, school personnel are not to administer any medication to pupils except in those cases authorized in the school district policy. On a daily basis, only office personnel will administer any medication. This policy also applies to over the counter medication such as cough drops, throat spray, Tylenol, etc. In ALL cases, medication can only be administered if appropriate forms signed by a physician clearly stating administration directions are on file in the front office. We can not accept parent notes or forms filled in by parents.

Medication must be brought to school by the parent and signed in at the front office. **NO medications should EVER be sent by a student on the school bus or**

car line. For the safety of all students, there are NO EXCEPTIONS to this policy.

Lunch/Breakfast

All Oxford students will have FREE breakfast. We are very excited about this program. Parents will need to apply for Free and Reduced Lunch benefits if this is a need for your family. **New forms are required each year.** We encourage all families to apply for these benefits. Please take advantage of free breakfast and encourage your student to eat in our school lunchroom daily! Parents are invited to each lunch with your child at anytime. Please visit our front office for a visitor's badge. According to school board policy 6.2300, outside food that competes with the school nutrition program (McDonalds, Pizza Hut, Wendys, etc) is prohibited in the cafeteria.

Field Trips

Field trips are a very valuable tool in helping children become more aware of the environment and more closely experience learning in an active and involved way. All classes will be planning educational field trips this school year. Most of our field trips require parental financial support for transportation and other related costs.

If you are in need of financial help for any field trip, please complete the Field Trip Assistance Form. Parents will be notified when a field trip is planned. A permission form is required in order for the child to participate. Parents who go on field trips may help supervise students as chaperones; however, to do that the parents must submit themselves to a background check with the school system. Siblings are not permitted to go on field trips with classes other than their own. Parents attending field trips must follow all school and county policies while on the school sponsored trip. Parents may only check out their own children or immediate family members when leaving from field trips but must notify the classroom teachers. We ask that each student purchase a school "field trip" shirt. These shirts will be kept and cleaned by your child's teacher so that students can wear them to all grade level field trips. This shirt is a way to unify students as well as a safety measure to identify Oxford students on field trips. These shirts will be given to students to take home at the end of the school year. The cost will be \$6.00.

Conferences & Telephone Calls

We schedule school wide conference dates twice per year, in the fall and spring. At any time you or your child's teacher may request a conference to discuss your child's progress. Please be mindful that it is not feasible for teachers to meet between 7:55 and 3:30 because of classroom responsibilities and student supervision duties. Teachers are available after the school day ends. All teacher phone calls during the instructional day will be sent to voicemail. If you have a time sensitive message that needs to be delivered immediately, please let our receptionist know. We will be certain to pass that information along to the teacher. Teachers will return messages during planning and after class.

Parent-Teacher Organization - PTO

Our parent organization, PTO, is a very important part of our school's success. PTO meetings are held at a regularly scheduled dates and times. Notification will be sent to all parents. Parents are urged to attend and become a support to this

organization through participation, fundraising, and volunteering. Our PTO advisory board always welcomes your suggestions and feedback.

School Textbooks/Library Books

Textbooks, library books, and other classroom reading materials are school property and should be treated with care. If they are lost or damaged, they must be paid for. Fees will be assessed based on the age of the book. All fees for damaged books or materials are the responsibility of the parent.

Toys/Electronics/Cell Phone

Students love to bring favorite toys, electronics and games to school to show and share with friends. Unfortunately, sometimes they become lost or damaged and cause disruption to the instructional day. We ask that these items be left at home unless the teacher makes a specific request. Items that are brought to school or on the school bus and cause a disruption will be taken to the office. For the first offense, the parent will have to pick these items up. For the second offense, the toys will remain in the office until the end of the school year. Now that we are living in a cell phone age, many students have phones. Phones should NOT be out at school or on the buses. We have ample land lines for students to use in case of emergency. Oxford Elementary is not responsible for lost, damaged, or stolen toys, electronics, games, or cell phones brought to school by students. If a cell phone is seen or heard, it will be taken.

Title I

Oxford Elementary is a School Wide Title I school. This means we receive federal funding due to the number of students who receive Free and Reduced lunch. These funds are used to lower class size by hiring additional staff, purchase instructional resources, provide staff development, as well as fund parent nights. Along with this funding comes many federal regulations and requirements. We are required to hold annual parent meetings and notify parents on a variety of subject areas.

Student Records

Your child's records are available for review at any time by appointment as outlined by the Family Educational Rights and Privacy Act. When transferring to another school, be sure to let the school know as soon as possible. We will send records to the receiving school as soon as we receive a record request. To protect student privacy, we will not share any personal information concerning any child over the phone with anyone at anytime.

Reporting Student Progress

Report cards will be sent to the parents each nine weeks. Report cards will be distributed on the fifth school day following the end of the grading period. These dates will be published on our monthly school calendars. Report cards should be signed and returned immediately. Interim reports are also sent mid way through each nine week grading period to all students.

Immunizations/Health Records

In accordance with state law, a parent/guardian is to present an up-to-date immunization record when a child enrolls in school. If proof of vaccination is not

provided by the 30th calendar day of school, then the child will be suspended from school until proof is provided or it can be shown that the child has begun the immunization process. Contact the school if you have any questions. Also, you may visit www.immunizenc.com

Good Home-School Communication

At Oxford we believe this is a crucial element to student success. We will communicate with you via our website, parent newsletters, social media, and notes home, Blackboard phone calls and texts, and student planners. This year, student agendas will be provided for students in grades K-6 and will be used as a major form of home-school communication, along with other forms of communication teachers choose to use in each grade level. Planners will need to be checked and signed daily by parents to ensure you are aware of the happenings in your child's class. These planners will be your lifeline to your child's education. We encourage you to use them to communicate with us as we partner together to serve your child. Email is also an excellent way to communicate with school staff. Addresses can be found on our school website.

Steps to Solving A Problem

Our goal is to partner with you to ensure your child's needs are met and to help your child meet his or her highest potential. Despite our best efforts, there will be times when we disagree or need to work together to solve a problem. There will steps that need to be followed when these situations arise.

- ✓ First, go directly to the source of the problem. If you have heard something that you don't like about the classroom or are unhappy with something, talk to your child's teacher or the staff member involved first. Do not talk to other parents as you may receive inaccurate information which will make the situation worse. Many times, misunderstandings occur and problems can easily be solved or cleared up with this simple step. Set up a time to meet individually with the staff member and talk calmly about your concerns. If you are angered by a situation, the best thing to do is give yourself time to cool off. This will help you take out your emotions and avoid making the situation worse.
- ✓ Next, if you have talked with your child's teacher or the staff member involved and do not achieve your desired results or still feel the problem needs further attention, the principal should be notified and involved. At this point, discuss with the principal the problem. Be realistic about what can be done to solve the problem and realize that a final decision will be made based on the best interests of the children of Oxford. There are certain state laws and policies that must be followed. Often times it may be necessary to agree to disagree. What can be agreed upon is decisions have to be made at the school level to protect instruction and provide a safe nurturing environment for every child.
- ✓ Finally, as a last resort, if you have talked with the staff member involved and the principal and are still not satisfied with the resolution, you certainly have the option of involving county level administration.

Student Accountability/Promotion Standards

North Carolina and Catawba County Schools have Student Accountability Standards in regards to student achievement. Students are expected to make adequate yearly progress and achieve state specific performance standards. Students will be monitored throughout the year using frequent assessments. Students who are considered at-risk for not meeting these standards will be given a focused intervention using a personalized plan. If a child does not score proficient on end of the year assessments, retention may be a possibility. More information about accountability standards may be found at the North Carolina Public Instruction website. www.ncpublicschools.org.

Gun Free School Zone

Federal and state laws now make it a **felony to possess a firearm or powerful explosive** in a school zone. A school zone is any public school building, bus, public school campus, recreational area, or athletic field in the charge of the principal. Parents and school personnel must communicate to students the seriousness of violating the gun-free school zone law. In addition, a student can be charged with a **misdemeanor for possession of a knife or any dangerous weapons or object** that could cause bodily injury. Violations of the "dangerous weapons or object law" must be reported to the Catawba County Sheriff's Office and/or Claremont Police Department. Students must be aware that violations of North Carolina and federal law will carry serious consequences. Adults who have a conceal to carry permit must keep all firearms or weapons in a locked compartment in a locked vehicle while on campus. The staff at Oxford remains committed to maintaining a safe environment for all children who attend this school. Violations of the "dangerous weapons or object law" will be dealt with in accordance to the Board of Education policy, and the state and federal laws. ****Please review with your child(ren).****

Changes in Transportation

Due to safety concerns, all changes to your child's normal daily mode of afternoon transportation home need to be sent in writing. You can do so by emailing our office staff, sending a fax, or sending a handwritten note with your child. To ensure the safety of all children, we will no longer accept telephone calls as a means to change your child's transportation routine. In emergency situations only will we accept transportation changes over the phone and these situations must be cleared through the school administration. Thank you for your understanding as our goal is to protect your child's safety at all times.

Discipline

At Oxford we believe in good discipline because it provides for a better learning environment for all children. We also believe the school plays an important role in building good citizens for our world tomorrow. It is required by state law (G.S. 115C-390) that teachers and principals maintain good control and order in the school building, classrooms, and at all school functions. Self control and respect are a part of the learning process that all of us can help instill in our children. Students are expected to conduct themselves in such a manner that their actions display a positive reflection on themselves, their family, our school, and the Oxford community. Students shall obey all laws of the state, the federal government, as well as rules made by the school. Every effort will be made to keep you informed of your child's behavior. Notes and telephone calls home will be

used. Consequences may include parent conferences, silent lunch, time out in office, loss of privileges, after school detention, restitution, in school suspension, and out of school suspension. At Oxford we also believe strongly in positive reinforcement. Students are rewarded for positive behavior efforts through our student of the month character program, classroom rewards, special recognition from the principal, and by special privileges. It is our goal to identify students who demonstrate excellent citizenship and appropriate behavior to serve as models for others.

Attached you will find the Discipline Matrix and Policy.

DISCRIMINATION, HARASSMENT & BULLYING

Students are prohibited from engaging in or encouraging any form of discrimination, harassment, or bullying of other students, employees, or any other individuals on school grounds or at school-related functions. Discrimination is any act that unreasonably and unfavorably differentiates treatment of others based solely on their membership in a socially distinct group or category such as race, ethnicity, sex, religion, age, or disability. Harassment is unwanted, unwelcome and uninvited behavior that demeans, threatens, or offends the victim and results in a hostile environment for the victim. Harassment includes, but is not limited to, derogatory comments or slurs and lewd propositions, assault, and offensive touching. Bullying is repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted or emotional abuse or through attacks on the property of another. Bullying includes, but is not limited to, verbal taunts, name calling, put-downs, extortion of money or possessions, threats, and exclusion from peer groups. Violations may result in long-term or short-term suspension based on the severity of the offense and the probability, dangerousness, and the harm caused by the offender.

Birthday Celebrations

Birthdays are a time for celebration. Students will be recognized on their special day during the daily school announcement show. Parents may send a special birthday snack to school but the time and **date must be scheduled in advance with the classroom teacher**. Due to student food allergies, only commercially-prepared and packaged foods with complete ingredient labels are allowed to be sent to school for consumption by students. This means no home prepared foods may be brought into the school. Please consult with your child's teacher to inquire about any items that are prohibited in your child's classroom.

All Catawba County Board of Education Policies and Procedures may be found by visiting www.catawbaschools.net

Student Discipline Offenses and Interventions

Listed below are the minor Category Offense lists with the corresponding consequences for each offense. These offenses will reset every nine weeks. All disciplinary actions need to be followed as each offense occurs, to ensure that we are providing the appropriate interventions for ALL students. It is an expectation that the behaviors in the Level Offenses are addressed with the appropriate disciplinary action prior to a student receiving an office referral for the MINOR offenses listed below.

Minor Level Offenses

obscene gesture
off limits (in a restricted area)
profanity
refusal to obey/defiant
running
tardy
throwing objects
unauthorized (use of an electronic)
device
vandalism
detention violation
excessive noise
inappropriate affection
inappropriate language
inappropriate materials
littering
violation of class rule
cheating
out of assigned area
dishonesty
disrupting class
dress code violation
horseplay resulting in physical contact
theft
leaving class
Loitering
other offenses (minor)

Discipline for Minor Offenses

1st Offense- Reteaching Expected Behavior
2nd Offense- Complete reflection sheet, & parent/guardian contact
3rd offense – Buddy Teacher (Bounce), 1-2 days Silent lunch or alternative recess, school counselor referral, & parent/legal guardian conference
4th offense - 2-5 days silent lunch or alternative recess, parent/legal guardian

conference
 3 Minors = Major (Parent MUST be contacted prior to MAJOR)

Behaviors that result in an automatic office referral: Major

bite/pinch/spit bullying* computer violation contraband cyberbullying* fighting* fireworks forgery gang activity* harassment* hit/kick/push inappropriate physical contact intimidation* larceny/theft	leaving school loitering major disruption obscene gesture profanity property misuse refusal to obey/defiant simple assault* issue threats trespassing vandalism 5th Level Offense
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Major Offense/Office Referral

Offense	First Offense	Second Offense	Third Offense	Fourth Offense
Fighting	1-2 Days OSS	3-5 Days OSS	5-10 Days OSS	Long term suspension
Weapon	2-5 OSS	5-10 OSS	Expulsion	
controlled substance (possession or sale)	1-3 Days OSS	3-5 Days OSS	10 OSS (request long term suspension)	
Under Influence	3-5 Days OSS	10 + Days OSS	Long term suspension	
Stealing/Forgery	1-2 Days ISS (restitution)	1-2 Days OSS (restitution)	3-5 Days OSS (restitution)	10 Days OSS (request long term suspension)
Harass / Threaten / Intimidate individuals or groups	1-2 Days ISS & Meet with school counselor	3-5 Days ISS, field trip strike	1-2 Days OSS	3-5 Days OSS
Bullying (cyber, sexual orientation, race/ethnicity,	Office Detention remainder of the day or 1/2 day #1 Strike toward field	1-2 Days ISS #2 Strike toward field trip	3-4 Days ISS Loss of Field Trip	1-3 Days OSS

physical/mental disability)	<i>trip</i>			
Vandalism	<i>1-2 Days ISS (restitution)</i>	<i>3-5 Days ISS (restitution)</i>	<i>1-2 Days OSS (restitution)</i>	<i>3-5 Days OSS (restitution)</i>
Tobacco	<i>1-2 Days ISS</i>	<i>3-5 Days ISS</i>	<i>1-2 Days OSS</i>	<i>3-5 Days OSS</i>
Obscene acts / vulgarity	<i>Office Detention remainder of the day or 1/2 day</i>	<i>1-2 Days ISS</i>	<i>1-2 Days OSS</i>	<i>3-5 Days OSS</i>
Disruption / Defiance	<i>Office Detention remainder of the day or 1/2 day #1 Strike toward field trip</i>	<i>1-2 Days ISS #2 Strike toward field trip</i>	<i>3-4 Days ISS Loss of Field Trip</i>	<i>1-3 Days OSS</i>
Disrespect to Staff	<i>1 day ISS and #1 Strike toward field trip</i>	<i>2-3 Days ISS #2 Strike toward field trip</i>	<i>1 OSS Loss of Field Trip</i>	<i>2-5 Days OSS</i>
Chromebook Violation (i.e. looking at inappropriate pictures/websites	<i>2 days Silent lunch & Office consultation</i>	<i>Alternative Recess for 3 days, one strike towards a field trip, and an office consultation</i>	<i>Loss of Chromebook for 2 days</i>	<i>Loss of Chromebook for one week. Place student on Chromebook contract.</i>
Inappropriate Language	<i>Office consultation, strike toward field trip, & Office Detention for 20 minutes with reflection sheet</i>	<i>1 day ISS & Strike toward field trip</i>	<i>2-3 Days ISS & a strike toward a field trip</i>	
Unwanted physical contact	<i>Office Detention remainder of the day or 1/2 day #1 Strike toward field trip</i>	<i>1-2 Days ISS #2 Strike toward field trip</i>	<i>3-4 Days ISS Loss of Field Trip</i>	<i>1-3 OSS</i>
Verbal abuse of other students	<i>Warning, Office Detention for 15-30 minutes</i>	<i>Office Detention remainder of the day or 1/2 day #1 Strike toward field trip</i>	<i>1-2 Days ISS #2 Strike toward field trip</i>	<i>3-4 Days ISS Loss of Field Trip</i>
5th PBIS Level	<i>1 Day ISS & a strike toward a field trip</i>	<i>2-3 Days ISS #2 Strike toward field trip</i>	<i>1 Day OSS Loss of Field Trip</i>	<i>2-3 OSS</i>
Reference in conversation, writing or pictures to weapons or acts of violence	<i>Warning, 1/2 Detention, #1 Field Trip Strike</i>	<i>1-2 Days ISS #2 Strike toward field trip</i>	<i>3-4 Days ISS Loss of Field Trip</i>	<i>1-3 Days OSS</i>

All offenses are subject to administration discretion