

OXFORD PRIMARY SCHOOL
PARENT – STUDENT HANDBOOK
2023-2024



A Leader in Achievement, One Student at a Time

OXFORD ACADEMY & CENTRAL SCHOOLS

**Principal- Brian Collier
Counselor- Robin Dorman
Main Office Secretary- TBD**

VISION STATEMENT

The vision of the Oxford Academy and Central School district is to be: ***“A leader in student achievement, one student at a time”***.

MISSION STATEMENT

The mission of the Oxford Academy and Central School District is to develop self-directed learners who are able to make intelligent choices and contribute positively in society.

OXFORD PRIMARY SCHOOL

The Oxford Primary School strives to teach children the self-discipline needed for making appropriate behavioral choices to promote a happy, safe, stimulating, success oriented learning environment.

We believe that academic success is closely linked to a student's self-concept. Consistent teamwork (staff, students, home, and community) will guide each student to develop a positive self-image and respect for others, while fostering intellectual growth.

OUR BELIEF STATEMENTS

- We believe all students can learn.
- We believe in supporting and encouraging each student's individual ability.
- We believe a strong and open home-school-community relationship is critical to the success of each student.
- We believe each student develops a positive self-image through successful, culturally diverse, and varied experiences.
- We believe teacher expectations have a direct impact on student achievement.
- We believe all school personnel have an influence on the educational experience of each student.

PRIMARY SCHOOL GOALS

- To develop the ability to focus on a task and follow through
- To teach self-respect and respect for others
- To enable all students to experience success, including continuous progress in the mastery of grade level skills
- To facilitate a positive, caring climate that supports teaching and learning and to foster each student's general health and well being
- To build cooperation and communication between home and school
- To develop self-directed, joyful, lifetime learners with a positive mindset

STUDENT EXPECTATIONS

To achieve the OPS goals, each child will be expected to follow the **BLACKHAWK PLEDGE** and the **BLACKHAWK FIVE**. Both were created to define student behavioral expectations in a language that may be easily understood by children.

During the first week of school, parents are asked to discuss the meaning of the **Blackhawk Pledge and Blackhawk Five** with their child. A copy of the Oxford Primary School Behavioral Management Procedure will be sent home with each child to assist in this process. The Behavioral Management Procedure should be read together by parent and child, signed and returned to the child's teacher.

Parents are also asked to review the Blackhawk Pledge and Blackhawk Five periodically throughout the school year with their child.

BLACKHAWK PLEDGE

I will be kind to myself and others.

I will treat others the way I want to be treated.

I will let others work and learn without being disturbed.

BLACKHAWK FIVE



1. My **EYES** are watching 
2. My **EARS** are listening 
3. My **MOUTH** is quiet 
4. My **HANDS** are to my self 
5. My **HEART** is caring 

Consequences for not following the Blackhawk Pledge and Blackhawk Five may include a discussion with the teacher, time out in the hall, loss of privileges (i.e. playground time), a discussion with the Principal, student placed phone call to parents, phone call to parents from teacher or Principal, time out at home, office detention during playground or lunch, or suspension from school. (These will follow the OPS Behavioral Management Procedure)

General Behavior Guidelines

In addition to understanding and demonstrating the **Blackhawk Pledge** and **Blackhawk Five**, students are expected to follow school rules. The school rules are detailed in the Parent-Student Handbook and the Code of Conduct. Teachers, the principal, support staff, and parents will review these rules with the students. During the first two weeks of school, all staff members will explain and demonstrate the Oxford Primary School procedures and behaviors. At school, teachers, the principal, and support staff will continually remind students of, explain, demonstrate through their behavior, and reinforce with consequences the school rules.

The following behavior guidelines have been written with the mission and vision statements, along with student expectations as the focus.

The key expectations of the principal, teachers, and staff in the Primary School are that students are in school and on time to school, they will act in a safe manner, they will be respectful of others, and they will be responsible students who want to learn and let others learn. Students deserve to learn in a classroom that is safe, everyone uses a respectful tone of voice, there is no teasing or bullying of each other, adult directions are followed, and that they are paying attention to the instruction and doing their best.

Respect

Students and adults are expected to respect each other. Examples of respectful behavior include, but are not limited to the following:

- Listening to each other
- Talking politely and using appropriate language
- Using appropriate body language
- Using an appropriate tone and volume (Even when angry)
- Avoiding words that are hurtful to others
- Accepting individual differences (This includes cultural, learning, appearance, and other differences)
- Touching others' property only with permission
- Being mindful of other people's space
- Treating school property with care (i.e. all supplies, technologies provided, etc.)

Cooperation

Students and adults are encouraged to work cooperatively with one another and with peers. Examples of cooperation include, but are not limited to the following:

- Working together toward common goals and interests
- Working together to resolve differences
- Adults giving students direction in keeping with the school philosophy and behavior guidelines
- Students following adult direction

Honesty

Students and adults are expected to conduct themselves with honesty. Examples of honesty include, but are not limited to the following:

- Doing one's own work
- Answering truthfully within a climate of safety (e.g., without fear of reprisal)
- Being respectful of other people's property (and only take property that belongs to them)

Safety

Students and adults have the right to be safe physically and emotionally. Students are expected to follow all safety rules for the school and buses, and respect other people's right to be safe emotionally and physically. Examples of physical and emotional safety include, but are not limited to the following:

- Walking in the halls
- Walking when entering and exiting the building
- Playing on and around playground equipment appropriately
- Leaving weapons at home (including toy weapons)
- Following bus rules
- Avoiding fighting and play fighting
- Respecting other people's physical space
- Using appropriate tone and volume at all times (Even when angry)
- Talking politely and using appropriate language
- Using appropriate body language (Avoiding obscene gestures)
- Avoiding words that are hurtful to others
- Accepting individual differences (This includes cultural, learning ability, appearance, and other differences)

Consideration for Consequences

- Fair
- Consistent
- Allows for individualization
- Developmentally appropriate
- Adheres to our school's philosophy
- Reflective of behavioral management vision and expectations
- Promotes partnerships/communication with families
- Promotes learning and personal responsibility
- Built-in evaluation for effectiveness

There is a Four-Step Procedure when dealing with students that exhibit inappropriate behavior(s); however, if the behavior(s) is determined to fall into Level II or Level III Discipline by school personnel, then steps in the procedure can be accelerated:

1. With a student's first inappropriate behavior(s), the classroom teacher will hold the student accountable for their choice by following their own classroom management practices. The goal of which will be to educate, modify, and improve the behavior(s) in the future in a teacher-student conference. Parents could be contacted if deemed appropriate by the teacher.
2. With the student's second inappropriate behavior(s), the classroom teacher will provide a teacher centered consequence that follows with their own classroom management practices. The teacher will contact the student's parents about the incident and document it.
3. With the student's third inappropriate behavior(s), the classroom teacher will send the student to the administrator and provide a referral. The administrator will contact the parent(s)/guardian(s), have a conference with the student, provide a consequence for the behavior(s), and document it.
4. With the student's fourth inappropriate behavior(s), the classroom teacher will send the student to the administrator and provide a referral. The administrator will contact the parent(s)/guardian(s), provide 2 consequences for the behavior, set up a conference between all the stakeholders to develop a plan to address the inappropriate behavior(s), and document it.

Primary School Levels of Inappropriate Behavior(s)
(All incident levels are determined by School Personnel)

Level I Discipline

Level I discipline is used for **minor acts of misconduct**, which interfere with orderly school procedures, school functions, extracurricular programs, approved transportation or a student's own learning process. Students may be disciplined by the professional staff member involved. The professional staff members may utilize any of the discipline management techniques appropriate for the situation, including, but not limited to the following:

1. Classroom Consequence (i. e. Loss of recess or other free choice time, extra time in classroom, etc)
2. Student participation in conference with parent/guardian and teacher
3. Development of a written or graphic representation that reflects understanding of specific misbehavior, the nature of the expected behavior, and the related character trait(s)
4. Participation in a school service project which enables the student to be engaged in the desired character trait(s)

Level II Discipline

Level II discipline offenses are **intermediate acts of misconduct** that require administrative intervention. These acts include, but are not limited to, repeated acts of minor misconduct and misbehaviors directed against people or property, but which do not seriously endanger the health, safety or well-being of others. Consideration of necessary behavior support services should be given, if not already provided. Students guilty of a Level II offense may receive any of the discipline management techniques appropriate for the situation as determined by administration, including, but not limited to the following:

1. Student participation in conference with parent/guardian, teacher and/or administration
2. Restriction from programs and special assemblies
3. Assignment to lunch detention or loss of recess
4. Partial day in-school suspension
5. Development of a written or graphic representation that reflects understanding of specific misbehavior, the nature of the expected behavior, and the related character trait(s)
6. Participation in a school service project which enables the student to be engaged in the desired character trait(s)
7. Any other disciplinary technique that positively promotes the school's goals and desired character trait(s)

Level III Discipline

Level III discipline offenses are **serious acts of misconduct** including, but not limited to, repeated misbehavior that is similar in nature, serious disruption of the school environment, threats to health, safety, or property, and other acts of serious misconduct. These offenses must be reported to the administration. Offenses that threaten the health, safety, or well-being of others may result in the assignment of multiple days of in-school or out of school suspension, pending disciplinary inquiry of the allegations. Some of these violations are so serious that they may require use of outside agencies (Mobile Crisis Assessment Team evaluation) and/or law enforcement. Such acts may result in criminal penalties being imposed. Student and parent/guardian participation in a conference with the administration is an element of all discipline actions in this category, even if such a conference has previously occurred. Initiation of necessary behavior support services should be given, if not already provided. Student guilty of a Level III offense may receive any discipline management technique appropriate for the situation as determined by the administration, including but not limited to the following:

1. Restriction from programs, special assemblies, and field trips
2. Full day in-school suspension (ISS) or out of school suspension; Number of days as determined by administration
3. Development of a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior, and related character trait(s)
4. Participation in a school service project which enables the student to be engaged in the desired character trait(s)
5. Any disciplinary technique that positively promotes the student code of conduct, and desired character trait(s)

ROLE OF THE PARENTS

It is important for parents to support the school and take an active role in helping their children become productive citizens.

- (a) Instill in your child a desire to learn; encourage a respect for honest work and an interest in exploring broader fields of knowledge.
- (b) Guide your child from the earliest years to develop socially acceptable standards of behavior, to exercise self-control and to be accountable for his/her actions.
- (c) Become acquainted with your child's school, its staff, curriculum and activities. Attend parent-teacher conferences and school functions.
- (d) Know and understand the rules your child is expected to observe at school; be aware of the consequences for the violation of these rules; and accept legal responsibility for your child's actions.
- (e) Teach your children, by word and example to
 - Respect for the rights and property of others.
 - Respect for the authority of the school.
 - Respect for the law.

GENERAL INFORMATION

SCHOOL PHONE NUMBERS

The Oxford Academy and Central School phone number is 843-2025. Office staff answers the phones from 7:30am – 3:30pm.

OPS Main Office	Extension 3118
Principal's Office	Extension 3301
Principal's Secretary	Extension 3118
Counselor's Office	Extension 3200
Health Office	Extension 3122
Media Center	Extension 1313
Special Programs	Extension 3502
Cafeteria Director	Extension 1318
Bus Garage	Extension 2514

Messages may be left for the teaching staff by calling their room extensions that can be found on the www.oxac.org website or in the district newsletter.

SCHOOL HOURS

Children are allowed in the school building at 7:55 am. **Children should not be sent to school before 7:30 am**, since supervision is not available until then. Homeroom is from 7:55 am to 8:10 am. Students arriving after 8:10 am are considered tardy to school. Children are dismissed from school **at 2:20 pm**.

DISMISSAL

BUSERS:

Each parent needs to designate a single pick up/drop off location for the year. Because of regulations and dismissal changes, we prefer to minimize bus changes as much as possible. **Therefore, any changes in where you need your child to go each day after school will need to be communicated by 12:00pm to the Primary School Office. Any changes after 12:00pm will need to be organized on your end.**

STUDENT PICKUP:

Each parent is required to come into the PS Vestibule and sign out their student(s) on the dismissal sign out sheet. Parent/Guardians should park in the designated location for pickup. If the person picking up the student is not on the student(s) release to list than a written note must be provided to the PS Office by 10:00am. Student(s) will not be released to the individual until the assigned staff member makes visible contact with the designated individual. Student(s) are released to designated individuals based on when they arrive in the assigned PS location from their individual classroom. It is not based on the order in which student(s) are signed out by the designated individual.

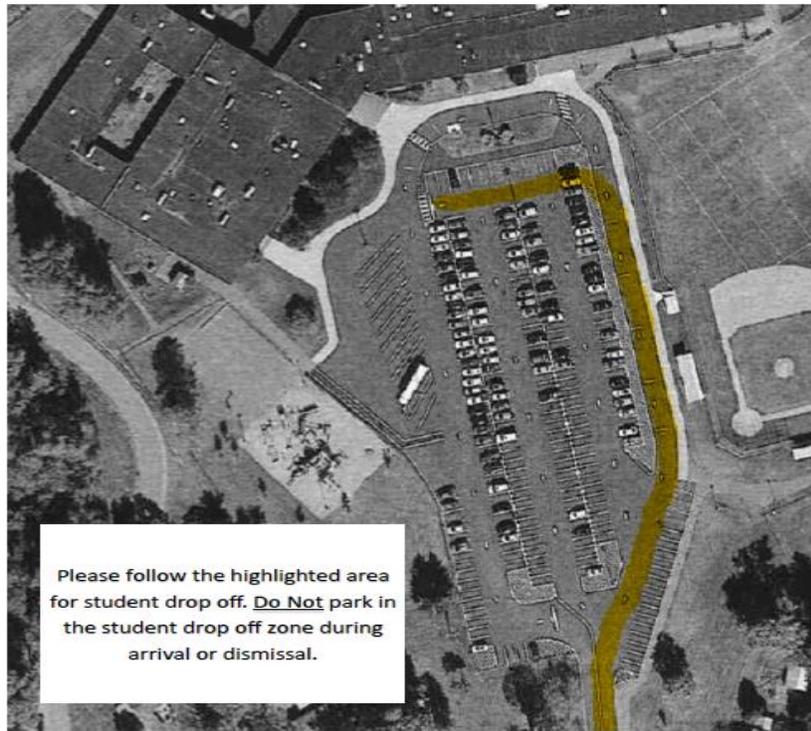
EARLY DISMISSAL:

In the event of an early dismissal, you may leave a note on file as to different bus instructions. District policy allows children to change from their regular bus only to travel to a baby sitter or be picked up by a designated person. Please continue to cooperate on this very important matter and help maintain the safety of all our children.

PARKING LOT

The Primary School/High School parking lot contains three one-way, counterclockwise loops. The speed limit in the parking lot is 10 mph. Please proceed with caution as many primary school and high school students are walking through the parking lot on their way to school. Parents who arrive between 7:55 and 8:10 should drop their children off at the Primary School designated Drop Off Zone to avoid the buses. If you are dropping off your child please pull in the designated lane in front of the school to do so. However, no vehicles will be allowed to park in the loop in front of the school to have parents walk their students into the vestibule. Please do not park in the pick up lane and walk your student to the building. Those that would prefer to walk their children to the vestibule should park in the parking lot and proceed to the Primary School vestibule (please follow the diagrams on the next page). Also, when the buses are parked and have their red lights on, vehicles are not permitted to go around them. For dismissal, all parents picking up their children should park in the parking lot (not the student drop off lane) and proceed to their designated locations at the Primary School to sign out their children. During dismissal no vehicles should use the loop in front of the school as it is for the buses only.

Parking Lot Overview



Parking Lot Overview — Places to Park



ATTENDANCE PROCEDURE

If your child is absent, please call the Primary School Nurse before 8:30am at 843-2025 ext. 3122. An answering machine is available at the nurse's extension so parents may call at any time prior to 8:30 AM and leave a message. It is the policy of the Oxford Primary School to contact parents if their child is not in school and notification of absence has not been received.

Please keep your child home and/or contact your child's doctor for:

- Fever greater than 100°
- Vomiting and/or diarrhea within the last 24 hours
- Severe sore throat along with a fever, especially if after an exposure to Strep
- Honey-crusted sores around the nose or mouth or rash on other body parts
- Large amounts of mucous from their nose, with face pain or headache
- Severe ear pain or fluid coming from the ear
- Severe headache, especially with fever
- Extremely tired and needing bedrest (this is common with Flu symptoms)
- Severe cough that disrupts normal activity

If a child has vomited or had a fever, they need to stay home for 24 hours after the fever has broken (without the use of Tylenol or Motrin) or the last episode of vomiting.

Absence from school affects a child for a lifetime. If a child is feeling well then it is the expectation that they are at school on time since total minutes of attendance in school is now being tracked by the NYS Education Department. School starts at 7:55 am. Homeroom is 7:55 am to 8:10 am.

However, please do not send your child to school when he/she is sick. We do not give out perfect attendance awards at the Primary School, because we do not want children to feel that they must come to school when they aren't feeling well.

If your child is diagnosed as having a contagious disease or if your child has head lice, please let the Primary School Nurse know immediately.

Letters are sent home each month if absences are deemed to be excessive and a conference with the school counselor and principal may be requested.

- 5 absences – Communication from school
- 10 absences – Communication from school
- 15 absences – Communication from school
- 18 absences – Referral to Chenango County CPS/DSS
- 20 absences – Communication from school

Please be aware that Chronic Absenteeism leads to lower academic achievement in school and could lead to grade level retention in specific incidents. All Chronic Absenteeism will be handled on a case by case basis.

PRIMARY SCHOOL HOMEWORK PROCEDURE AND PRACTICES

Purposes of Homework

Homework serves five main purposes ultimately leading to increase learning and success, along with the development of positive character traits of responsibility and self-discipline. They are:

1. Concept and skill practice
2. Application of learning to new situations
3. Enrichment or extension
4. Creation of combined learning in the form of reports or projects
5. Preparation for tests, class discussion

Types of Homework

Examples in the primary school include the following:

1. Unfinished class work
2. Worksheets from the modules for drill and practice
3. Preparation for tests
4. Reading
5. Writing
6. Project creation
7. Research

Homework is not routinely given by most teachers over weekends and vacations. Occasionally, weekend or vacation assignments may be necessary for projects or long assignments as determined by an individual teacher or a grade level team of teachers. Individual abilities and time management skills could make the length of time students spend on homework vary. If parents find their child is spending significant time on homework than they are encouraged to talk to the student's teacher regarding this. We also encourage discussion about this at the two parent teacher conference opportunities that the school provides during each school year. Class Dojo and Google Classroom are a useful tool for helping parents to look at homework assignments and upcoming assignments. These can be used as a communication tool with the teacher as well.

Responsibilities

Student Responsibilities:

1. Make up work when absent
2. Use the planner if your grade has one to keep track of assignments, tests, projects
3. Ask questions about the homework so you clear up any confusion before you go home
4. Study in a quiet place
5. Budget time to do your homework
6. Complete assignments, return them to backpack, and turn them in at school

Parent Responsibilities:

1. Make sure your child has a location to do his/her work and the supplies needed to do it
2. Check homework and Friday folders regularly; including online platform (i.e. Class Dojo, Google Classroom, etc.)
3. Clarify or read something for your child as necessary
4. Express to your child the importance of a good education and the value of doing homework
5. Request and pick up assignments from school by calling the nurse, the main office personnel, or the teacher when your child is absent and state when you are picking the work up
6. If an extenuating circumstance arises, contact your child's teacher. Homework completion will still be required but may be done during time in the child's school day such as morning work time or recess/lunch
7. Insist on your child completing his/her own homework by not doing any part of it for the child

STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES (ACCEPTABLE USE POLICY)

The Board of Education will provide access to various computerized information resources through the District's computer system ("DCS" hereafter) consisting of software, hardware, computer networks and electronic communications systems. This may include access to electronic mail, so-called "on-line services" and the "Internet." It may include the opportunity for some students to have independent access to the DCS from their home or other remote locations. All use of the DCS, including independent use off school premises, shall be subject to this policy and accompanying regulations. Further, all such use must be in support of education and/or research and consistent with the goals and purposes of the School District.

One purpose of this policy is to provide notice to students and parents/guardians that, unlike most traditional instructional or library media materials, the DCS will allow student access to external computer networks not controlled by the School District where it is impossible for the District to screen or review all of the available materials. Some of the available materials may be deemed unsuitable by parents/guardians for student use or access. This policy is intended to establish general guidelines for acceptable student use. However, despite the existence of such District policy and accompanying guidelines and regulations, it will not be possible to completely prevent access to computerized information that is inappropriate for students. Furthermore, students may have the ability to access such information from their home or other locations off school premises. Parents/guardians of students must be willing to set and convey standards for appropriate and acceptable use to their children when using the DCS or any other electronic media or communications.

Standards of Acceptable Use

Generally, the same standards of acceptable student conduct which apply to any school activity shall apply to use of the DCS. This policy does not attempt to articulate all required and/or acceptable uses of the DCS; nor is it the intention of this policy to define all inappropriate usage. Administrative regulations will further define general guidelines of appropriate student conduct and use as well as proscribed behavior.

District students shall also adhere to the laws, policies and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and student rights of privacy created by federal and state law.

Students who engage in unacceptable use may lose access to the DCS in accordance with applicable due process procedures, and may be subject to further discipline under the District's school conduct and discipline policy and the District Code of Conduct. The District reserves the right to pursue legal action against a student who willfully, maliciously or unlawfully damages or destroys property of the District. Further, the District may bring suit in civil court against the parents/guardians of any student who willfully, maliciously or unlawfully damages or destroys District property pursuant to General Obligations Law Section 3-112.

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be School District property subject to control and inspection. The Computer Technician may access all such files and communications without prior notice to ensure system integrity and that users are complying with the requirements of this policy and accompanying regulations. Students should **NOT** expect that information stored on the DCS will be private.

Notification/Authorization

The District's Acceptable Use Policy and Regulations will be disseminated to parents and students in order to provide notice of the school's requirements, expectations, and students' obligations when accessing the DCS.

Student use of the DCS is conditioned upon written agreement by all students and their parents/guardians that student use of the DCS will conform to the requirements of this policy and any regulations adopted to ensure acceptable use of the DCS. All such agreements shall be kept on file in the District Office.

Mobile Learning Device Responsible Use Regulations:

All uses of the network and Internet must be in support of education and consistent with the purposes of the Oxford Central School District.

All users (staff and students) will adhere to the following rules. Acceptance of and agreement to this network and internet policy at the point of network logon is required for use of the networked computer system (this includes internet access, inside and outside of the OXAC network, and network usage inside the district:

- You must keep your password confidential and use only your own password.
- You will only use the system for lawful purposes.
- You will understand and follow the rules of computer etiquette. Examples would include avoiding using inflammatory E-mail, avoiding vulgar or obscene language, making ethnic or racial slurs, acting in any manner that is perceived as harassment or remaining on-line for extended periods of time.
- You will only access material that is related to educational expectations and refrain from profane or obscene material, any that advocates illegal acts, or that advocates violence or discrimination toward other people. If you mistakenly access inappropriate information, you must immediately tell your teacher or the person designated by the District. This will protect you against a claim that you have intentionally violated this policy.
- You will only change computer files that belong to you.
- You will avoid plagiarizing from the Internet.
- You will download files only with permission from a supervising teacher.
- You will use your account for educationally related purposes only.
- You will refrain from attempting to bypass the district's protections and filters in order to get to restricted websites.
- You will refrain from recording and/or posting pictures without permission or approval.
- Mobile learning devices will be used in the classroom at teachers' discretion.

Students will be required to pay for lost or damaged devices, including accessories.

CODE OF CONDUCT FOR COMPUTER USE

Computers are an important part of education. Oxford Primary School encourages the use of computers in all areas of study. In keeping with this goal, the following code has been established to protect the individual user and the school. Rules of computer conduct include, but are not limited to the list below. Those who have been found to abuse the privilege of using Oxford Primary School's computing resources may lose computing privileges. Loss of computing privileges may prevent students from completing academic assignments. The rules of conduct for computer use are:

1. Users must not present false identification or misleading information to gain access to computing resources (including signing on with other persons' accounts and passwords) nor use computing resources for which they are not authorized.
2. A password is like a locker combination. Protect it and your security by not sharing it with others.
3. E-mail is a privilege authorized for academic purposes only.
4. Students who elect to use their personal computing devices at school for academic purposes may do so. These students are subject to the rules while at school.

Violation of the Acceptable Use Policy or any procedures for computer use may result in a loss of computer privileges or in the confiscation of a mobile learning device.

COUNSELING SERVICES

The Oxford Primary School Guidance & Counseling Program is designed to meet the developmental needs of all students. The program encourages students' social, emotional, and academic growth at each stage of their development. The purpose and goals of the counseling and guidance program is to promote and enhance the learning process and to enable all students to achieve success in school.

The Primary School Counselor provides services for all students through individual counseling, small group counseling, and large group guidance activities. In addition, crisis counseling and consultation services are available as needed. Students may be referred to the school counselor by parents, teachers, or administrators. Parents are welcome to contact the Primary School Counselor at 843-2025, ext. 3200.

DEFINITION OF BULLYING

"Bullying" is a form of harassment that consists of inappropriate and often persistent behavior including threats or intimidation of others, treating others cruelly, terrorizing, coercing, or habitual put-downs and or badgering of others.

Bullying occurs when someone purposely says or does mean or hurtful things to another person who has a hard time defending oneself or is in an otherwise vulnerable position.

District Bully Prevention Rules:

Rule 1: We will not bully others.

Rule 2: We will try to help students who are bullied.

Rule 3: We will try to include students who are left out.

Rule 4: If we know that somebody is being bullied, we will tell an adult at school and an adult at home

Olweus Bully Prevention Program

Different forms or kinds of bullying may include:

Verbal bullying, being socially excluded or isolated, being physically bullied, being bullied through lies or false rumors, having money or other items taken or damaged, being threatened or forced to do things, racial bullying, and cyber-bullying

NURSE'S OFFICE

A **Registered Nurse** is available in the Primary School throughout the school day to conduct state mandated vision and hearing examinations, physicals and reporting requirements as identified. The Nurse also checks for head lice, evaluates children who become sick during the school day, responds to first aid needs and administers prescription medications per a doctor's instructions. Prescription medications **must** be sent to school in the original container.

In accordance with the State Education Law each student must have a physical exam upon entrance to school and in grades UPK, K, 1st, and 3rd. Physical forms are available from the school nurse for the family physician to fill out.

Students must receive proper immunizations for diphtheria, polio, measles, mumps, rubella, hepatitis B, HIB and Varicella prior to entering or being admitted to school.

For more information on health issues, contact the Primary School nurse at **843-2025 ext. 3122**.

CAFETERIA SERVICE

We are happy to announce that breakfast and lunch will be served daily and at no cost. Breakfast and lunch is now free for all students. Menus are sent home monthly so that your child/children may choose whether or not they would like to bring a lunch.

VISITORS AND PARENTS

To insure that only authorized persons have contact with our pupils, all parents and visitors are required to report to the OPS Main Office to sign in and receive a visitor's badge. Please bring appropriate identification.

Badges should be worn throughout the visit and returned to the Main Office when you sign out to leave.

In an effort to minimize disruptions in the classrooms and to increase the safety and security for all stakeholders visitors will only be permitted on certain occasions authorized by the principal. Parents and visitors are asked to go only to the classroom/room that you have signed in to visit. **All visits during the school day should be arranged ahead of time (minimum of 5 days' notice) with the principal.**

VOLUNTEERS

The Oxford Primary School is looking for people to help support our programs and students. Call the Main Office to receive the OPS Pamphlet and the Volunteer Information Sheet.

PRIMARY SCHOOL SPECIAL EVENTS

Please refer to the calendar, newsletter, Friday Folder (both physical and virtual) notices, the sign at the front of the Primary/High School campus, automated messages, and the television in the main lobby of the Primary School for information on up-coming events in the school building.

FIELD TRIPS

The Primary School has numerous field trips throughout the year at each grade level. The purpose of field trips is to provide the opportunity for experiential learning at formal and informal field trip venues increases student interest, knowledge, and motivation. Field Trips are a privilege for students to attend and are a great learning experience. If behavior and safety concerns arise throughout the school year, students could be withheld from field trips. These situations and trips will be communicated to all families prior to students attending them.

PLAYGROUND

All students go outside for playground for 30 minutes each day. Children should be dressed for the weather, if they do not have proper clothing they will have to stay on the blacktop area.

- This means that during the winter a jacket and snow pants, boots, mittens, and a hat are needed. A reminder will be sent out at the start of the winter season.
- In the fall and spring, the children may need boots and sweatpants.
- No open toed shoes are allowed on the playground or in the gym. Flip flops at any time are not allowed. Children can change their footwear for the playground.
- A note from the doctor is required if a child needs to stay inside for longer than one day.
- Occasionally the children get wet while they are playing outside. The nurse only has a limited supply of extra clothes, so the children may want to keep socks, pants, and a shirt in their cubbies.
- On very cold or rainy days, the children will watch a movie or play inside during playground time rather than going outside.

During playground the students will

1. Follow the **Blackhawk Pledge**.
2. Follow **Blackhawk Five**.
3. The following are basic rules and procedures for the playground:
 - **No fighting (i.e. pushing, punching, wrestling, tackling, etc.)**
 - **No throwing objects (i.e. snow, woodchips, stones, pine cones, etc.)**
 - **No climbing on the fences**
 - **Use the slides properly**
 - **Only slide feet first on your backside**
 - **Do not climb up the slides**
 - **Do not go down the slides face first**
 - **No toys allowed on playground**
 - **No leaving the playground area without permission**
 - **No food or drink on the playground (including gum)**
 - **Please stay within view at all times on the playground grass**
 - **Please share all playground equipment and use it properly**
 - **Please return all additional equipment to the shed for storage**
 - **Please line up when the whistle blows at the end of recess to return to the building**

LOST AND FOUND

There is a large box in the Nurse's Office containing lost and found items. Parents should check the box for missing items as needed.

SNACK

During the school day, the Primary School students may have snack.

- At some grade levels the snacks are midmorning because lunch is late.
- At others, the snack is in the afternoon, because lunch is early.
- In second, third, and fourth grade, the children each bring their own snack when they want one.
- In Kindergarten and first grades, the teachers send home a snack calendar that assigns children to specific days of the month.
- On their assigned snack days children bring snacks for the whole class and share them.
- Shared snacks are also used to celebrate birthdays and some holidays.
- The snacks that are sent in have to be prepackaged/store bought

Healthy snacks and quick low calorie snacks are encouraged. Water bottles are always encouraged to be sent in with students throughout the school year. Please be careful and communicate with your child's teacher since we have some children in the building with peanut and other food allergies.

Again this year we will be offering The Fresh Fruit & Vegetable Program for snack. This is a yearly grant to provide fresh fruits and vegetables, free of charge, to all enrolled students of Oxford Academy (UPK to 5th grade) two days a week. The key criterion benefits children that have fewer opportunities to consume fresh fruits and vegetables as a snack during the school day.

GIFTS to TEACHERS

Please do not purchase gifts for your child to give to teachers. Note if your child would like to make a card or picture for his/her teacher that would be appreciated.

TOYS and ELECTRONIC ITEMS

Children are not allowed to bring electronic toys, playing cards, radios/CDs/mp3/iPods, phones, iPads, computers/tablets, and video games to school. These items easily become lost, broken, or traded/sold, which the school is not responsible for.

INDIVIDUAL CLASSROOM ACTIVITIES

Teachers will send home information about book orders, snacks, classroom parties, holiday celebrations, and field trips. These are things coordinated by individual classroom teachers and based on the schedule and curriculum.

SAFETY

BUS RULES

Bus rules are very important for everyone's safety. Please stress the importance of these rules with your child and remind him/her that riding the bus is a privilege.

ALL SAFE BUS RIDERS ARE EXPECTED TO:

1. Observe classroom conduct
2. Follow directions the first time given
3. DO NOT EAT OR DRINK ON THE BUS
 - a. No Chewing Gum
 - b. No Coffee
 - c. No Snacks
4. Keep hands, feet, objects, and negative comments to self
5. Be courteous, use no profane language
6. No loud screams, yelling, music, or games
7. Keep bus clean
8. Stay in your assigned seat
9. Do not fight, Push, or Shove
10. Keep head, hands and feet inside the bus
11. No tobacco, vaping, chewing on the bus
12. No public displays of affection
13. Be at your stop 3-5 minutes before bus
14. If there is a problem, tell Driver or Aide
15. Report unsafe actions & Have a safe trip

If you have any issues on the bus please call the transportation office.

Misbehavior on the bus will result in disciplinary action.

- Children who do not follow the bus rules will be referred to the Primary School Principal.
- This referral will result in a review of the bus rules and may result in
 1. A phone call home
 2. Loss of playground time
 3. Suspension from the bus depending on the severity of the circumstances.

Video cameras are used to monitor student behavior on school buses.

SCHOOL CLOSINGS

In anticipation of emergency school closings, parents are urged to turn to one of the following radio or TV stations **(please do not call the school)**:

Radio	Television
WCHN/WKXZ/WBKT - Norwich	WICZ-TV, FOX 40 – Vestal
WCDO - Sidney	WSKG - Binghamton
WAAL/WWYL - Binghamton	WBNG-TV (Channel 12) – Binghamton
WHWK/WNBF - Binghamton	Channel 34 – Binghamton
WMXW/WMRV/WENE - Endwell	News Ten Now – Channel – 10
WDOS/WSRK - Oneonta	

FIRE DRILLS

The Building Principal is responsible for conducting 12 fire drills each year in order to instruct students and staff in exiting the school building in an emergency in the shortest time possible without confusion and panic. Fire drills shall include instruction on fire drill procedures and fire drill exits.

All students are expected to cooperate with staff members during fire drills, and to leave the building in a quiet and orderly manner. The exit route is posted in each room. Students must stay with their teacher during drills.

DISTRICT AND SCHOOL SAFETY PLAN

The Oxford Academy & Central School has adopted a district-wide school safety plan and building-level emergency response plans for each building in the district. These plans are intended to define how the district and each school building will respond to acts of violence and other disasters.

They provide a framework for identifying and implementing appropriate strategies for creating and maintaining a safe, secure learning environment for all students.

A copy of the district-wide School Safety Plan is available for examination at the District Office.

PERSONAL SAFETY

Listed below are highlights of the Personal Safety/Child Abduction Prevention curriculum being taught in grades UPK – 4th. We hope parents will review these Safety Rules at home and reinforce their use. We want to be sure that all the children are as safe as possible.

1. Before I go anywhere, I always check first with my parents or the person in charge. I will tell them where I am going, how I will get there, who will be going with me, and when I'll be back.
2. I check first for permission from my parents before getting into a car or leaving with anyone - even someone I know. I check first before changing plans or accepting money, gifts or drugs without my parents' knowledge.
3. It is safer for me to be with other people when going places or playing outside. I always use the "buddy system".
4. I say NO if someone tries to touch me in ways that make me feel frightened, uncomfortable, or confused. Then I go and tell a grown-up I trust what happened.
5. I know it is not my fault if someone touches me in a way that is not OK. I don't have to keep secrets about those touches.
6. I trust my feelings and talk to grown-ups about problems that are too big for me to handle on my own. A lot of people care about me and will listen and believe me. I am not alone.
7. It is never too late to ask for help. I can keep asking until I get the help I need.
8. I am a special person, and I deserve to feel safe. My rules are:

- CHECK FIRST
- USE THE "BUDDY SYSTEM"
- SAY NO, THEN GO AND TELL
- LISTEN TO MY FEELINGS, AND TALK WITH GROWN-UPS I TRUST ABOUT MY PROBLEMS AND CONCERNS.

DIGNITY FOR ALL STUDENTS COORDINATOR

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PS Principal

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