

**OXFORD PRIMARY SCHOOL**  
**PARENT – STUDENT HANDBOOK**

**2019-2020**



***A Leader in Achievement, One Student at a Time***

# **OXFORD ACADEMY & CENTRAL SCHOOLS**

**Principal- Brian Collier**

**Counselor- Abbey Ayers**

**Main Office Secretary- Carly Hendricks**

**Main Office Secretary- Michelle Williams**

## **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 to 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

## 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.

**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.**

## **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 |

Messages may be left for the teaching staff by calling their room extensions that can be found on the [www.oxac.org](http://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 7:45 am**, since supervision is not available until then. Parents who bring their children to school should arrive at 7:55 am. Parents can wait with their child(ren) in the lobby/vestibule of the Primary School until 7:55 am. Parents who are waiting with their child(ren) are asked to kindly wait at this main entrance and not in the Main Office. 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 3:00 pm**. Parents picking their children up at dismissal are asked to meet them in the Primary School lobby/vestibule, sign them out at the desk by the door, and the students will be brought out to them by Primary School Faculty or staff.

## STUDENT PICK UP ROUTINE

Parents who pick up their children after school must come into the building and meet their children in the lobby at dismissal time (3:00 pm). Do **not** park in front of the school in the loop when you come to pick up your child because you will be in the way of the buses. Parking spaces are available in the parking lot.

If someone other than the child's parent is coming to pick up the child, then a note should be sent in the morning with the child to alert the teacher and office staff of this change.

**For the safety of all children, this designated pick up person will be asked to show a form of ID before the child is dismissed if the person is not recognized by the staff.**

**If a parent needs to pick up their child earlier than the 3:00 pm dismissal for an appointment, then a note should be sent in the morning with the child notifying the teacher of this change. The note is then signed by the teacher and given to the office. All notes are kept for documentation purposes and all notes must be in writing. Notes cannot be called in. Again this is for safety reasons.**

When the parent arrives to pick up the child, the office staff will call the child's room and ask that the child be dismissed.

## **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 loop 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. Those that would prefer to walk their children to the vestibule should park in the parking lot and proceed to the Primary School vestibule. 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 and proceed to the Primary School vestibule 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.

## **ATTENDANCE POLICY**

If your child is absent, please call the Primary School Nurse before 8:30am at 843-2025 ext. 3105. 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.

**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 very 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. This year

we will be giving awards at the end of the school year for any students that have 3 or less absences or tardies.

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 quarter if absences are deemed to be excessive and a conference with the school counselor and principal may be requested.

Parents please join with us to reduce and eliminate absences and give your child the opportunity to succeed. When your child misses school, they miss out. Every day of school counts.

## **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

### **TIME GUIDELINES**

Out of school work given to kindergarten students is voluntary and intended to enhance their school experiences. Kindergarten students and family members should work together to complete any out of school work that may be sent home. Students in all grade levels are expected to spend an additional fifteen minutes per day, or more, being read to, or reading to themselves, a parent, or a sibling. The research is clear that students who read or are read to daily are more successful in school. Families should encourage your child to read for the pleasure in itself.



GRADE 1: 15-30 minutes daily  
GRADE 2: 20-30 minutes daily  
GRADE 3: 45-60 minutes daily  
GRADE 4: 60 minutes daily

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. The time guidelines above are simply guidelines. Individual abilities and time management skills could make the length of time students spend on homework vary. If parents find their child is spending significantly more time on homework than these guidelines suggest, 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. Student assignment planners are a useful tool for helping parents to look at homework assignments and upcoming tests. These planners can be used as a communication tool with the teacher as well. Some of the teachers ask that parents check and sign the planner to facilitate good communication between home and school.

#### 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 and or sign planner
3. Clarify or read something for your child as necessary
4. Monitor homework completion and check to see that work gets into backpack
5. Express to your child the importance of a good education and the value of doing homework
6. 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
7. 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.

8. 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 High 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 High 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 3, 7 and 10. 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.

The Primary School cafeteria is on an automated system for keeping track of additional item purchases. Purchasing additional items in the cafeteria cannot be charged so accounts must be paid promptly. Each child has an identification number that they enter when they purchase an additional item. When the child purchases additional items, for example, after inputting his/her identification number, that amount is automatically deducted from that child's account. Since additional items can not be charged parents are encouraged to prepay by sending the money to school with the child at the beginning of each week. Envelopes are in the PS office to put money/checks into and then the cafeteria manager is given the envelope.

## **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.

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 with your child's teacher or the principal.** This will help minimize disruptions in our classrooms.

## **VOLUNTEERS**

The Oxford Primary School is looking for people to help support our programs and students. Many activities exist for in school and at home volunteers. 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 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.

## **SHARED DECISION MAKING TEAM**

The Primary School has a Shared Decision Making Team. This committee is composed of teachers, support staff, parents, community representatives, and administration. The purpose is to work on issues in our educational community and support the mission and vision of the school. If you would like to volunteer for this committee, please see or email the Principal.

## **PLAYGROUND**

All students go outside for playground for 30 minutes each day. Children should be dressed for the weather.

- This means that during the winter a jacket and snow pants, boots, mittens, and a hat are needed.
- 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.
- Children may stay inside for one day with a note from their parent. 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.
- Spaghetti strap tops are not permitted in school.

During playground the students will

1. Follow the **Blackhawk Pledge**.
2. Follow **Blackhawk Five**.
3. No “hands on” other students.
4. Note that Teacher Aides will generate basic playground rules in the beginning of the school year.

## 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.

## YMCA AFTER SCHOOL PROGRAM

The YMCA sponsors the following childcare programs at the Primary School. These programs are held in the Primary School cafeteria. Contact **Bonnie Tiffany at the YMCA (336-9622 ext. 28)** for additional information about the programs.

**After School Program** – This program operates Monday – Friday from 3:00 until 5:30 pm whenever school is in session, for children in Kindergarten through 6<sup>th</sup> grade. To enroll your child in this program, parents must pre-register at the Norwich YMCA Front Desk.

## 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 or purchased through the school cafeteria. Please contact the cafeteria manager at 843-2025 extension 1318 for prices and options/suggestions.

Healthy snacks and low calorie drinks are encouraged like Capri Sun, milk, water, cheese and crackers, fruit, granola or fruit bars, apple sauce, yogurt, dried fruits, fruit rollups, dry breakfast cereals, rice cakes, baked tortilla chips, pretzels, Chex mix, and fresh vegetables. Trail mix, which can be made from a variety of items, is always popular with children. Please be careful and communicate with your child's teacher since we have some children in the building with peanut and other food allergies.

## **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, radios/CDs/mp3/iPods, phones, iPads, computers/tablets, and video games to school. These items easily become lost, broken, or traded/sold and serve as a distraction to the students throughout the day.

## **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.

## **MORNING PROGRAM**

Morning Program is held in the Primary School multi-purpose room on the last Friday of the month from 8:20 – 8:50am. If Friday is a snow day or has a weather delay, it will be the following Monday. Kindergarteners, First Graders, Second Graders, and their teachers will attend Morning Program. Visitors are always welcome to join us for this early morning assembly. The dates are: 10/25, 11/22, 12/20, 1/31, 2/28, 3/27, 4/24, 5/22 & 6/12. **Morning Program is a great way to start the day!**

# 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. Listen and obey the driver.
2. Respect other students.
3. Respect school property.
4. Follow the rules of the bus as established by the driver

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.**

### REMEMBER:

1. For safety and health reasons no eating or drinking is allowed on the bus.
2. Glass containers, plants, animals or long, pointed objects are not to be brought on the bus.
3. No object may be brought on a bus that is too large for the student to hold on his/her lap including book bags and backpacks.
4. "Back to back, bottom to bottom, hands and feet out of the aisle, no switching seats unless told to by the driver, and hands and feet to yourself."

## BUS NOTES

**Dismissal changes of any kind will not be accepted over the phone. This is a safety precaution. Notes for bus changes will not be accepted after 2 pm. Parents and children must follow the designated drop off per the district's bus policy or pick up their child at dismissal (or designate the pick-up person per the required form.)**

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.

## 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 – 4<sup>th</sup>. 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.

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### DIGNITY FOR ALL STUDENTS COORDINATOR

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