

ARRIVAL AND DISMISSAL

Teachers are scheduled to be on duty at 8:00 a.m. Parents can drop off their children as early as 8:00 a.m. at no cost to them. Children arriving between 8:00 a.m. and 8:20 a.m. should report to the cafeteria. At 8:20 a.m. children will be sent to their classrooms.

If you need to drop off your child prior to 8:00 a.m., please contact The Children's First Preschool at 305-279-1025 to make arrangements for before school care.

Arrival after the 8:30 a.m. means the student is tardy. The second floor entrance at the top of the stairwell will close promptly at 8:30 a.m. Under no circumstances will that door be opened after 8:30 a.m. Students must use the main entrance on the first floor and report to the school secretary to obtain a late pass before going to class.

You must arrange for your child to be picked up immediately after school if they are not waiting for a school bus or enrolled in the after school care program. **No supervision is provided after dismissal unless a child is enrolled in the after school care program.**

ATTENDANCE

Children are required to bring a note explaining the reason for each absence. We are required by State Law to check attendance daily. If your child is not feeling well, please keep him/her home. When your child has had a contagious disease, please have him/her report to the school secretary before going to the classroom. He/she must also have a note from a doctor certifying that the illness is no longer contagious.

Accumulating ten (10) or more absences in one year may result in your child being referred to the State Attorney's Office for truancy. Furthermore, students accumulating ten or more absences may have their grades with held resulting in the student repeating the grade. Consequently, we require a doctor's note for all absences beyond ten cumulative days. Students with an excused absence have the responsibility to make-up assignments.

Excused absences are:

1. illness to self;
2. medical appointment which cannot be arranged after school hours;
3. death to immediate family;
4. observance of religious holiday or service when it is mandated for all members of faith; or,
5. school-sponsored event or activity previously approved.
6. Students accumulating ten or more absences in an annual course or five or more absences in a semester course, due to illness are required to have a note (on file at the school) from a physician in order to receive an excused absence.

All other absences are unexcused. The parent is expected to report and explain an absence to the school in writing. Unreported or unexplained absences will be considered

as unexcused absences. Vacations when school is in session are considered unexcused absences. **All unexcused absences will result in a failing grade being issued for any work missed on the days in question.**

Children may be excused from school before regular dismissal time only for a valid reason. Notes requesting such an excuse must state the reason and must be approved by the principal. **Early dismissals should be used only for emergencies. No students may be signed out thirty minutes prior to dismissal. Please make doctor's appointments after school hours.**

Tardy Students

Students with an excessive number of tardies will receive further disciplinary action. After five (5) tardies the student will serve a one hour detention. **Additional days will result in a conference with the principal and documentation will be placed in your child's permanent record.** If the excessive absences and/or tardiness continues the student will not be eligible for perfect attendance, honor roll, student of the month or any other school awards. Excessive absences and tardiness may result in the student not being invited back to Oxford Academy of Miami for the following school year.

CHAIN OF COMMAND

Depending on the nature of your questions/concerns, the person you should always go to first is your child's classroom teacher. Because Oxford Academy of Miami is such a small school, the teachers are trained to answer many of your questions. If a teacher does not know the answer, he/she will either direct you to the school secretary or get back to you with an answer. For questions regarding school lunch, extracurricular activities, pick up/drop off procedures, etc., please contact the school secretary. If you feel you need to speak to the principal directly, please leave a detailed message with the school secretary and the principal will return your call.

CLASSROOM ASSIGNMENTS

All classroom assignments are made by the school in an effort to achieve balanced classes and benefit each child. Due to changes in enrollment, occasionally it is necessary to reorganize classes. Class reorganizations will be handled by appropriate staff in a sensitive manner. A letter to parents will follow the re-organization. We need your cooperation and understanding if it becomes necessary to reassign students.

CODE OF CONDUCT

Parent Contract/Student Contract

Included in each student's registration packet are the Parent Contract and Student Contract. A parent/guardian must sign the Parental Contract agreeing to the terms written, including the Miami-Dade County Code of Student Conduct and the Oxford Academy of Miami Dress Code Policy. Misbehavior on the part of students can be generally corrected, when the home and school work closely together. When positive action taken by parents and teachers has not brought about acceptable behavior, one of the following consequences may be utilized as a corrective measure:

- After School Detention
- In School Suspension
- Out of School Suspension

Florida Statutes 231.09(03) states that teachers and administrators have the authority and the responsibility to establish and maintain sound effective discipline in the school. In order to provide students a calm, safe, secure environment for education, our school operates on the following precepts:

Teacher Rights

1. To have a classroom that provides the optimal learning environment.
2. To determine and request appropriate behavior from students.
3. To ask for help from parents, the principal, and other school personnel when assistance is needed for a student.

Student Rights

1. To be provided with a classroom atmosphere most conducive to learning.
2. To have a teacher who will provide positive support of a student's appropriate behavior.
3. To be provided with a teacher who will help the student limit his/her inappropriate behavior.

COMMUNICATION HOME and SCHOOL

Communication with parents/guardians is an integral part of a student's educational program. A mutually beneficial rapport between home and school is important to us all. Our front office number is 305-598-4494. When calling the school for any reason, please inform the school secretary of the nature of your call and you will be directed to the appropriate person(s) who will provide you with the assistance you need. Teachers are required to return your call within forty-eight hours.

CONFERENCES/CONCERNS

Please make appointments for conferences by telephoning the school secretary and leaving a message for your child's teacher, or by writing a note to the teacher requesting a conference. Teachers are available for conferences after school by appointment.

Meetings with the principal are by appointment only. Please contact the school secretary to schedule an appointment.

DRESS/CODE

Oxford Academy of Miami believes that a uniform dress code is an important part of a safe, orderly school environment where the focus is on student learning. A higher standard of dress encourages greater respect for individual students and others, resulting in a higher standard of behavior. Our dress code guidelines indicate appropriate school dress for normal school days. Oxford Academy of Miami reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines. Oxford Academy of Miami is a **mandatory** uniform school as determined by the Founder, Governing Board and Principal.

Shirts

All students are required to wear either a navy blue or white polo shirt with the school crest on it. School tee-shirts can only be worn on Fridays. All shirts must be tucked in (front and back) and must have the two buttons fastened. Uniform shirts must be of the type and color designated by the school.

Solid navy or white (**no writing or print is permitted**) sweatshirts and jackets may be worn in cool weather. Only school approved uniform tee-shirts or plain white tee-shirts can be worn underneath polo shirts. These are the only shirts permitted to be worn in school.

Slacks/Shorts/Skorts

All uniform slacks/shorts/skorts must be worn with a black belt through the belt loops, worn at the natural waist, the garments must be neat and clean with no tears in them, and be of appropriate size. Shorts and skorts must be knee length. No cargo pants or capri slacks are permitted. No jeans of any color or style. Khaki *skorts* not skirts for girls. Khaki pants or shorts for boys. During times of cool weather, girls may wear white leggings or tights under their skorts, no pants. Uniform slacks/shorts/skorts must be purchased from a uniform company or manufacturer.

Shoes

Students must wear closed shoes at all times, no “mules”, slippers or “slides.” No heavy military type boots, shoes with metal tips or steel toes may be worn. Black tennis shoes are preferred with velcro or conventional laces. NO HEELIES.

Socks

Only white socks (crew or tennis length) may be worn. Fishnet stockings or other inappropriate leg wear is not acceptable. White tights/leggings may be worn on cold days.

Hair

Hair must be neat and clean with no “unnatural” colors, i.e., bright colors, mohawks, blowouts, spiked looks or any other unnatural cuts or excessive attachments. No hats, bandanas or headbands may be worn. Braided hair must be neatly braided down.

Make-Up

No make-up is allowed to be worn or brought to school.

EMERGENCY CONTACT/RELEASE FROM SCHOOL

Emergency Cards must be completed for every student. Up-to-date information allows the office to contact parents/guardians in case of an emergency. Therefore, it is extremely important to notify the school immediately if there is a change in address or telephone number(s) at home and/or at work. For similar reasons, we also need current addresses and telephone numbers of child-care providers and the person to contact in case of emergency. **Parents/guardians are required to notify the school office whenever there is a change in home, work, or cell phone numbers or other emergency contact information. This includes changes to a student’s medical history or any other condition that affects the student’s participation in school programs.**

The Children’s First Preschool is a separate entity from Oxford Academy and changes in emergency contact information and pick-up/drop off procedures must be communicated to them directly.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974

The Family Education Rights and Privacy Act (Public Law 93-380) grants parents permission to access their children’s records, the right to inspect and review the contents of the records, and the right to partially control the release of information from the records. Upon receiving a written request from the parent or guardian, the administration has a period of four to five days with which to schedule the conference. This conference

can only be scheduled by the school administrator. By signing the appropriate form and paying the copying fee, parents may receive copies of their child's records.

FIELD TRIPS

Scheduled field trips will be educational in nature and considered part of the curriculum. They provide an experience not possible within the regular classroom, provide for cultural enrichment, and take advantage of the many excellent resources outside the classroom. Field trips have the potential for being valuable learning experiences for our youngsters. Because field trips are designed to be a part of the curriculum, each field trip is considered to be the lesson plan for the day. All children are expected to participate. Parents/guardians pay the cost of their child's transportation and any other costs, such as entrance fees and lunch. It is school policy that children are not to visit gift shops on field trips; therefore, they should not bring spending money for souvenirs or candy.

It is necessary for parental permission to be granted before any student can accompany his/her class on a field trip. Written permission must be on file at the school before a student will be allowed to participate in a scheduled field trip. Permission by phone will not be accepted, only official field trip forms are acceptable. Money for a field trip must be turned in to the teacher no later than 9:00 a.m. on the date specified on the field trip form.

If a parent/guardian chooses to restrict their child from participating on a scheduled field trip then they must also realize that it is not possible for us to provide alternate plans for a child. If a child does not participate in the field trip and comes to school, he/she will be placed in another classroom, generally at another grade level.

At the discretion of the classroom teacher and principal, students with an excessive number of disciplinary infractions in a given marking period may be denied the opportunity to participate in a field trip.

Please note that the number of parent chaperones needed is limited and therefore, the classroom teacher will determine who the chaperones will be. Parent chaperones are prohibited from bringing siblings and other children along, as the teachers need parental assistance with their students.

GRADING

Students are assessed in all subject areas they are taught. Interim Progress Reports are sent to all students midway through the grading period. Report cards are sent home every nine weeks. Student's computerized report cards reflect academic achievement and conduct for children in grades kindergarten through grade five. Effort grades are earned by children in grades one through five. These reports notify parents if students are doing satisfactory or are making less than average progress.

The grading scale currently implemented in **kindergarten** is:

E = Excellent	Has mastered skill (independently)
S = Satisfactory	Is learning skill (with assistance)
N = Needs Improvement	Area of Concern

The grading scale currently implemented for grades **one through five** is:

A = 90 – 100%	Outstanding Progress
B = 80 – 89%	Above Average Progress
C = 70 – 79%	Average Progress
D = 60 – 69%	Lowest Acceptable Progress
F = 0 – 59%	Failure

GRIEVANCE PROCEDURES

In some circumstances there may be a disagreement between parents, students and staff at Oxford Academy. If such a disagreement occurs, please follow the guidelines listed below so the situation might be satisfactorily resolved.

Think carefully about the situation; talk with your child to make sure you have all the important information. Please remember there are two sides to every story.

- ✓ Please seek to resolve the situation with the teacher. He/she should be your first line of communication. Keep those lines open and friendly.
- ✓ If the situation cannot be resolved with the teacher, please contact the principal.
- ✓ **If the situation is not resolved satisfactorily with the principal and the teacher, parents may contact the Governing Board. A written request is required for discussion to take place at a regularly scheduled Board meeting.**

HOME LEARNING POLICY

Oxford Academy of Miami has a home learning policy which places a great emphasis on home learning and that stresses the importance of meaningful home learning to the overall instructional program.

The minimum time requirements for elementary students are:

Kindergarten and Grade One	30 minutes per night
Grades Two and Three	45 minutes per night
Grades Four and Five	60 minutes per night

All students in grades kindergarten through fifth must read 30 minutes daily at home, above and beyond their assigned home learning.

In addition to the daily home learning assignments, there will occasionally be projects or long range assignments in subjects such as science and/or social studies, and book reports.

The grade level home learning assignments are based upon the teacher's best estimate of how long it should take to complete a project or assignment, in an uninterrupted session, without distractions. Independent reading is part of every home learning assignment.

If your child is going to be absent for *several* days and you want the home learning that is being regularly assigned, please call the school office as soon as you learn of the *extended* absence and request the home learning. If your child is only absent for one or two school days, home learning will be given to the student upon his/her return to school.

Parents must assist the home learning process by providing an appropriate place, a specific time and by checking over the child's work. During this study period students must not be interrupted by the telephone, television, errands or chores. Parents who provide a definite time and place for study provide the best results.

Home learning is an extension of class instruction and provides opportunities for practice, drill, reinforcement, developing independent study skills, enrichment activities and preparation for future class assignments.

Home learning is expected to meet certain standards. On occasion a child may be asked to redo a poorly done assignment or one that does not meet the standard. Check with your child's teacher for the standards for that class.

Students are responsible for:

1. completing assigned home learning as directed;
2. returning home learning to the teacher on time;
3. submitting home learning assignments which reflect careful attention to detail and quality of work;
4. obtaining parent's initials next to the written assignment in their agenda book.

Parent's responsibilities include:

1. providing continued interest and concern for the child's successful performance in school through encouraging and supporting the child in his/her performance of home learning assigned;
2. indicating an interest about assignments and assisting, if possible, when requested by the child, but not to include performing the work for the child;
3. supporting the school in regard to assigned home learning;
4. signing or initiating the daily assignment in the parent-student agenda handbook

ILLNESS/INJURIES

If a child is hurt at school, we will do everything possible to make him/her comfortable and give first aid as needed. In the event of a more serious accident 9-1-1 will be called and dispatched. You will be called immediately. If you cannot be contacted, we will contact the person you have listed on your child's emergency contact card.

When a child becomes too ill to remain in class, we will also contact you. Once notified that your child is too ill to stay in the class, you must make arrangements to take your child home promptly for adequate care. All contagious diseases must be reported to the school.

LUNCH PROGRAM

Children may bring lunch from home or buy them at school. Do not send soda cans, coffee, candy, glass containers and snap-top cans to school. No microwaves are available. A nutritious lunch costs \$2.75 per day. Students who bring lunch can purchase milk for \$.30 per day. Students eligible for reduced lunch will pay \$.40 and students eligible for free lunch will receive meals at no charge. You will be notified if there is a price increase. Menus for the month can be obtained from the school secretary.

Meals must be paid for in advance on a monthly basis. Lunch must be paid five days prior to the upcoming month. Please make checks payable to **Oxford Academy of Miami**. Payments should be given to the school secretary. In the event that you cannot make it to school, please send your check in a sealed envelope that indicates your child's name, teacher and what the payment is for. Your child's teacher will forward it to the school secretary.

The first day of each school year applications for free and reduced meals are sent home. If you complete an application and return it to school, you will be notified within the first twenty school days what the status of the application is. In the meantime your child must pay for school lunch or bring lunch from home.

If your child forgets or loses his/her lunch money, or forgets their lunch at home, we will attempt to contact you. If this is not possible, we will serve your child lunch and you will be required to send in the \$2.75 on the following school day.

No lunch purchased at a "fast food chain" will be accepted from a parent or delivered to a student. Students are not permitted to eat lunch purchased at McDonalds, Burger King, Wendy's or any other "fast food" restaurant.

The following rules have been established to maintain order and insure safety in the cafeteria:

1. Enter and exit the cafeteria in a quiet and orderly fashion.
2. Students are to stand in a single file line while waiting for food.
3. Talk softly, and only to people at your table.
4. Follow directions from cafeteria monitor.
5. Remove all trash from the table and surrounding areas.
6. As always, show respect for other people by keeping hands, feet and objects to yourself. Feet belong on the floor, not on the chairs.
7. Use proper table manners, food should be eaten and not played with.
8. Do not leave the cafeteria during lunch for any reason without first obtaining permission from a cafeteria monitor.

MEDICATION

Whenever possible, prescription medication should be administered at home. When a physician specifies that medication be administered during the school day, the school should be contacted, and the following guidelines will be used to supervise medication administration in school:

1. All medication should be brought to the office at the beginning of the day, **by a responsible adult**, accompanied by a signed and dated Emergency Contact Card, giving the school permission to administer the medication. Send only a **30-day supply** (30 school days).
2. **The medication must be in the original container, with a prescription label** that includes the following information: child's full name, name of medication, prescription number, dosage, and time to be administered.
3. **Emergency medication will be administered when ordered by the family physician.**

Please notify the school of any medication changes. A trained staff member as designated by the principal distributes medication in all circumstances.

Self administration of medication by the student is forbidden. Please do not send aspirin, cough medicine, pills, etc. for your child to take on his/her own.

OBJECTS TO LEAVE AT HOME

In order to avoid accidents and protect the health and welfare of the children, we ask your cooperation in seeing that the following items do not come to school:

1. Chewing gum and candy.
2. Heelies (shoes with wheels), knives and other sharp objects, weapons of any kind, including toy guns, knives, swords, etc. Bringing any potential weapon will

automatically result in a (10) ten day suspension and may include a recommendation for expulsion.

3. Money in large amounts. Send only what your child needs for the day. If you are sending in lunch, field trip or money for extracurricular activities to school, please send in a check made payable to **Oxford Academy of Miami**. On the memo line, please write what the check is for and send it to school in a sealed envelope. Your child can give the envelope to their classroom teacher; the teacher will then forward it to the appropriate party. Receipts will be sent home, however, we recommend that you keep the cashed check(s) for your records.
4. Toys, including game boys, virtual pets, and radios.
5. All pets except on the invitation of the teacher.
6. Heirlooms or irreplaceable or valuable articles.

PARENTAL INVOLVEMENT A HOME-SCHOOL PARTNERSHIP

Parental involvement is an essential element in effective education. Studies show two major factors that are necessary to improve learning; a sound instructional program, and a consistent involvement of parents and other influential adults. At Oxford Academy of Miami we believe we have the responsibility to involve parents, and parents have the responsibility to become involved in schools.

As a result Oxford Academy of Miami parents are required to complete a total of fifteen (15) volunteer hours per school year for the first child and ten hours (10) for each additional child. Your students classroom teachers will keep a log of the hours. Volunteer hours can be completed in a variety of ways. For example, you can volunteer hours before, during or after school, as designated by the classroom teacher and principal. You can donate supplies to your child's classroom or to the school as a whole. Hours are valued at \$10.00 each; therefore one hour will be deducted for every ten dollars donated. You may also choose to make a monetary donation. For example, if you have one child in the school you could donate \$150.00.

Please make sure you have completed a Parent/Guardian Volunteer form and submit it to the school secretary. As soon as you are approved, you will be notified in writing.

PARKING LOT SAFETY

When dropping off your child in the morning you must park your car before letting your child out of your vehicle. **DO NOT** stop your car in front of the building while you wait for your child to get out of the car. The congestion that this causes in the parking lot can be extremely dangerous. When parking your car we ask that you do not park in the spots marked *preschool, bus, principal* and *staff*.

We would also like to emphasize that the parking lot is not a meeting place for children and/or adults. Immediately after picking up and/or dropping off your child we ask that

you please leave the school grounds. This will help ensure the safety of all students, parents, faculty and staff members.

PARTIES

At Oxford Academy of Miami you will be notified of different classroom celebrations. Classroom celebrations tie in with holidays that is, Halloween, Thanksgiving, Christmas, Hanukkah, Kwanzaa, Valentine's Day, Easter and an end of year party. Parties are usually held during the last hour of the day unless prior approval from the principal is granted.

Due to the amount of instructional time it would take to celebrate every child's birthday, there will be one day a month designated for birthday parties. Parties will be held the last 20 minutes of the day, and parents are asked to only bring cupcakes (no cakes). The teacher will designate one day a month for combined celebrations.

PERSONAL AND SCHOOL PROPERTY

The school is not responsible for loss or damage to a student's personal items. Therefore, it is necessary that those items not required for educational purposes be left at home. Electronic devices, games, pagers, phones, CD players, cassette recorders, etc., are not allowed in school. Any items deemed to be unsafe or inappropriate for school will be confiscated and held in the office until the decision is made for parents to retrieve them.

Book Bags/Folders/Personal Items

Book bags, backpacks, folders or any other personal items must not display patches, entertainment insignias, drawings, obscene words, gang signs or any other item that would be deemed inappropriate, offensive or reflect negatively on the school. Purses are not allowed in school.

Care of School Property

Students are expected to respect school buildings and property. Containers are provided throughout the building for proper disposal of waste. **Marking or defacing school property is a serious offense resulting in an out-of-school suspension or possible arrest.** Restitution may also be required. Any student who misuses school property will be required to make full restitution for damages. **Chewing gum or candy in the school building is forbidden.** All food must be consumed in the cafeteria or in an area designated by the administration. A student who disregards this rule incurs a disciplinary detention.

Cellular Phones/Paging Devices/Electronic Equipment

Cellular phones, beepers, CD and cassette players, or any other type of electronic devices are prohibited on school grounds and will be confiscated by any member of the faculty or administration. The penalty for such an infraction will be a disciplinary detention. **For the first infraction, confiscated electronic equipment will only be returned to the student's parent. If an item is confiscated for a second time, it will be held until the end of the school year. No exceptions!**

Personal Property

The school is not responsible for lost or stolen property. Money and all other valuable property should be left at home. The school assumes no responsibility for loss or theft of such articles.

Search of Person or Property

When a student is suspected of being in possession of items considered harmful or dangerous, he/she will be given the opportunity to surrender those items voluntarily. If this does not occur, then he/she will be searched by the administrator.

RAINY DAYS

At dismissal time students are escorted by their classroom teachers to the front of the school to supervise the parent pick up. However, on rainy days parents are expected to park their car and pick up their child from their classroom. This will help ensure the safety of the students.

SAFETY AND SECURITY

Emergency Procedures

In the event that school should be closed or dismissed at an unscheduled time due to an unforeseen emergency, we will follow Miami-Dade County School Board guidelines for all emergencies and/or closings.

Fire Drills and Evacuations

In accordance with district guidelines, the school will conduct regular fire drills. Specific signals and procedures have been established for all types of drills and safety areas have been designated. Teachers are equipped with instructions and all drills will be practiced with students .

SCHOOL SUPPLIES

Students are to be prepared for class every day. They are required to have the basic supplies for school such as pencils and paper. Teachers may request additional supplies that the students will need in the classroom.

Please make sure your child has the smallest possible book bag to fit his/her school supplies. Rolling book bags are not permitted unless a medical condition requires this. We need your help in adhering to this policy. Please assist your child by helping to organize his/her school items the night before and place them in a specific location, preferably by the front door, so they can be picked up as he/she leaves in the morning.

Agenda

Each student is required to purchase a home learning agenda priced at approximately \$3.00. Students in grades one through five will write their home learning assignments each day. This is an important communication tool between home and school. Please work with your child to establish this important routine and maintain communication throughout the year.

STUDY SKILLS

Taking education seriously is important to academic success. Here are a few tips on how to work towards academic achievement:

1. Come to school prepared to work with all necessary supplies.
2. Be sure that you understand all assignments given.
3. Ask for help from school personnel if assignments need to be explained further.
4. Have a specific quiet place at home to study, away from distraction such as television, radios, etc.
5. Review and proofread all assignments after completion.
6. Normalize your bedtime and wake-up times so that you get enough rest.
7. Be proud of yourself for putting forth your best effort and doing a job well!

TEXTBOOKS

At the beginning of the school year teachers will numerically assign textbooks to each student. Students are expected to take care of their books. According to Florida Law, parents are responsible for loss, destruction or unnecessary damage to textbooks. Please assist the school by instilling in your child a sense of responsibility toward taking care of the textbooks issued to him/her. You will be charged for lost and damaged books.

VISITORS

All persons (including parents) are required to request permission from the office before visiting any classroom. To insure our secure grounds, we request that parents not wait in our hallways for their children. This is a Miami-Dade County School Board policy. Strict observance to this rule will enable us to protect your children.

I _____ (print name) acknowledge that I have received, read and understand all the policy and procedures stated in the Oxford Academy of Miami Parent/Student Handbook. I also understand that the Miami-Dade County Code of Student Conduct will be forwarded to me at the beginning of the 2008–2009 school year.

Signature

Date