

# Owens Cross Roads School



# Student Handbook 2016-17

The Madison Co. School District does not discriminate in admission, treatment, or access to programs or activities on the basis of race, color, national origin, religious preference, disability, age, gender, citizenship, non-English speaking ability, or homeless status. Students with disabilities will be provided with the same needed supports and services for extracurricular programs and activities that are provided during the school day, unless doing so would fundamentally alter the nature of the program and activity.

Owens Cross Roads School  
161 Wilson Mann Road  
Owens Cross Roads, AL 35763

Phone: 851-3240  
Fax: 851-3241  
Lunchroom: 851-3242

Web Address: <http://owenscrossroads.mcscsk12.org/>  
Business Hours: 7:15 - 3:45  
School Hours 7:15-2:30 Monday-Friday

**Instruction begins at 7:45.**  
Grades Pre-K - 6

Principal: Mr. Scott Weeks  
[sweeks@mcscsk12.org](mailto:sweeks@mcscsk12.org)  
Assistant Principal: Ms. Kim Haynes  
[khaynes@mcscsk12.org](mailto:khaynes@mcscsk12.org)

## WELCOME

The school days that follow are intended to be memorable ones. We hope, through our combined education efforts, that your child will have a rewarding and successful education experience. **\*\*Please note that there are changes made every year to the Handbook. Please read it carefully!\*\***

## MISSION STATEMENT

Owens Cross Roads School will join with the community to produce students who are academically and socially prepared to become life-long learners.

### WE BELIEVE:

Everyone deserves to be treated with respect and dignity.

Everyone deserves an environment conducive to learning.

Everyone needs love, acceptance, support, and guidance.

Everyone needs to be responsible for his/her actions.

The purpose of education is to develop productive citizens.

## SCHOOL HOURS

Owens Cross Roads School campus opens for supervision of students at **7:15** and ends at 2:30 Monday through Friday. **Do not drop students off before 7:15. Under no circumstances should a parent leave a child on the front porch.**

## VISITORS

Parents and guardians are welcome to be participants in the school process. For your child's safety, please read and observe the guidelines listed.

1. All visitors should go to the office and sign in.
2. Visitor's badge should be worn at all times.
3. Parents and other guests may dine with students at lunch.
4. Parents may observe in the classroom by making arrangements with the principal and teacher with at least one day's notice. We do require that you do not ask to speak to the teacher or students during the observation. Your role is to observe. Teaching time is valued so we wish to keep interruptions to a minimum.
5. Parents may speak with teachers during planning times daily. Phone calls are also limited to a teacher's planning. *Please do not attempt to conference with a teacher in the morning as they are trying to prepare for the day and to monitor their students.*
6. Parents may volunteer either at school or from home. Contact the school counselor.

## CHILD CARE AFTER SCHOOL

To assist parents OCR provides an after school daycare until 5:45 on school days. Please call 256-851-3240 for registration and tuition details.

## PARENT & TEACHER COMMUNICATION

Our faculty is committed to providing parents with information to assist with student achievement. We will provide a classroom update each Friday. This will help keep parents informed of classroom events. In addition, a monthly menu with events will be given to parents. Parents are encouraged to email, call, and write faculty members with comments or concerns. Teachers will attempt to answer email the same day it is sent. However, parents should not expect a reply until at least two school days have passed. For a more immediate response, call the school. Parents may also check our Facebook page or visit our website at <http://owencrossroads.mcsc12.org/>.

## PARENT CONFERENCES – VISITS

Parent and teacher collaboration is essential to a successful school program. We want you to contact your child's teacher regularly. Schedule parent-teacher conferences, when you have questions or concerns. In addition, you should contact the school right away when you receive a request for a conference from the teacher. The teacher has something important to talk with you about: your child. These procedures have been established for parent-teacher conferences:

1. The Owens Cross Roads faculty is expecting at least two parent conferences yearly.
2. The first conference should be set up by the end of the first nine-weeks.

3. Parents can make an appointment for a conference by calling the school office. Conferences must be scheduled other than instructional time.
4. Upon arrival to the school, please check in with the office first.

Instructional time is valuable and belongs to your children, so please do not ask to have the teacher stop during class time to talk with you. We are happy to arrange conference times at other times that are convenient for you.

## STUDENT BEHAVIOR

Rules have been established for safety reasons as well as to insure a good learning atmosphere. Every student is expected to behave appropriately at school. The Owens Cross Roads faculty will not tolerate behavior which interferes with the learning process.

## SCHOOLWIDE RULES:

1. Speak and act respectfully.
2. Have needed supplies and be prepared daily.
3. Follow directions.
4. Keep hands, feet, and objects to self.
5. Do not prevent the teacher from teaching or other students from learning.

## LUNCHROOM RULES

1. Talk in a quiet voice.
2. Good manners are expected at all times.
3. Clean up your eating area.
4. Walk in an orderly manner.

Please see Madison County Code of Conduct for further information.

## CHECKING STUDENTS OUT OF SCHOOL

Only the parent(s) of a student will be allowed to check a student out of school, unless the parent(s) has specifically designated to school officials in writing that someone else has permission to check the student out of school. In those cases where parents are divorced and one parent has custody, only that parent with custody will be allowed to check a student out of school, unless the custodial parent has given permission in writing for the child to be checked out by the noncustodial parent. **Students will be called to the office when the parent arrives. We will not call students to the office before the parent arrives.**

**We ask that parents do not check-out students after 2:00 simply to avoid the car rider line. This hampers safety and slows down dismissal.**

## MEDICATIONS

Students are not to have prescription or non-prescription medication in their possession during school hours. Students must take any medication only in the presence of a school official as identified by item 4 of Procedure for Administering Medication to Students. (Student Code of Conduct)

Prescription medications will be administered by school personnel or taken by a student in the presence of school personnel only if a properly completed Medication Release Form is on file in the office. Exceptions may be granted based on doctor's orders in unique situations.

Non-prescription medication will be administered by school personnel only with prior parental consent and not to exceed recommended dosage as stated by the

product manufacturer. The principal should require the completion of a Medication Release Form signed by the parent/guardian in cases of extended non-prescription medication use. Dosage beyond that recommended by product manufacturer would require a completed Medical Release form signed by the parent/guardian and physician.

### TRANSPORTATION

The Madison County Board of Education provides bus transportation to students who are eligible to ride based on State and local Board of Education provisions. Safety is of utmost importance in the transportation of students; therefore, the Board expects students to follow strictly all rules and regulations regarding school buses. **Students who violate established rules and regulations regarding bus use, or who exhibit behavior deemed inappropriate and/or detrimental to the safe transportation of students, will not be allowed to ride school buses.**

#### BUS RULES

1. Stay seated correctly in seats.
2. Listen to and obey bus drivers.
3. Keep the aisles clear of feet, books, bags, etc.
4. Keep conversations at a low volume.
5. Be at the bus stop on time.
6. No eating or drinking on the bus.

### CHANGES IN TRANSPORTATION

The safety of our students is our top priority. Because of this, we have specific procedures in the way the school is notified of changes in transportation.

**All changes in transportation must be made in writing to the school by the custodial parent. Changes must be received in writing by 12:00. If you do not get a call from the secretary verifying the transportation change by 11:00, we did not get the message.**

Please refrain from calling the school concerning a change in transportation unless there is a true emergency situation. **A true emergency may occur once or twice a year.** If an emergency arises and the parent cannot make it to the school or home to retrieve their child, the child will be put in afterschool care at a cost of \$9 for the afternoon.

### PARTIES

All grade levels may have a Christmas party. A Valentine's mini-party is permissible. Parents are encouraged to help teachers with the party. The two stated parties are the only parties in grades K-5. Sixth grade has an additional celebration on sixth grade field day. Parents may wish to provide additional refreshments for this event. We do not have end of the year parties in grades K-6. If a parent wishes to bring a treat for a child's birthday, it must be a store-bought product and they may bring it to the lunchroom for the class to enjoy after eating their lunch.

### INVITATIONS

Students may distribute personal party invitations at school only if **every student in the classroom** is invited. Students may also distribute private invitations to other classrooms as long as each child in that

classroom is invited. Otherwise, parents should seek another way to deliver private invitations.

### DRESS CODE

Please see the Madison County Student Code of Conduct for complete guidelines. Shorts must be at least fingertip length. Tank tops are not permitted. **Students will not be able to wear shoes which have wheels.**

### GRADING -REPORT CARDS

Report cards are issued each nine weeks. Please see school calendar for dates of progress reports and report cards. Notice if your child's report card is marked modified or accommodated. This means your child is either not working on grade level or is having difficulty. Please ask your child's teacher for a conference.

### TEXTBOOKS

Textbooks are approved by the Board of Education upon recommendation of the Superintendent. State textbooks are provided for the period the pupil uses them and must be treated as borrowed property. In case of lost or damaged textbooks, a pupil must pay for the textbook in accordance with the scale set by the State Department of Education.

### TELEPHONE USE

Students need permission from a teacher or an administrator to use the phone. Parents should not call the school to speak to pupils or leave messages except in cases of emergency. **Students should not call or text during the school day without faculty permission.**

### OTHER POLICIES

1. There will be no selling or buying of any items unless school sponsored. Also, students must not trade or give away personal items at school.
2. Students may only bring radios or other electronic devices upon approval of the classroom teacher. **The school will not be responsible for stolen items.** Students are responsible for keeping up with their personal belongings.
3. Student gifts such as flowers or balloons delivered to the school are prohibited and may not go home on the bus.

### PHYSICAL EDUCATION

The Alabama State Department of Education expects all students to participate in physical education daily. Your child will be engaged in structured physical education activities each day. If your child cannot participate in P.E. because of a medical concern, call the school nurse.

### LUNCH AND BREAKFAST PROGRAMS

A school lunch and breakfast program is provided for the convenience of pupils. It is permissible for pupils to bring lunches from home. No glass bottles should be brought to school. Free or reduced price lunches are provided to eligible students.

On occasion, it is permissible for students to charge a meal with principal's approval. Parents will be sent home a notice. At no time should students have more than two meals charged. Students may NOT charge extra items such as ice cream, drinks, etc. It is the responsibility of the parent to ensure a student has lunch money. Parents may call 256-851-3242 and ask for a current lunchroom balance. Should a student exceed charges, the student will

be allowed to call parents for money. In cases, where the parent cannot be reached, the student will be given a basic lunch which includes a sandwich, fruit, and milk. Students may not charge beginning the month of May. Students may only purchase second portions of entrée's per USDA guidelines. Additional sides may not be purchased.

Breakfast is served from 7:15-7:40 daily. Class begins promptly at 7:45.

### **DELINQUENT FUNDS**

All accounts must be current in order for students to be able to participate in end-of-the-year programs such as the Field Day and Awards Day. This includes daycare fees, textbooks, library books, fundraisers, lunch accounts, etc.

### **ATTENDANCE**

Regular school attendance is expected of every student. When a student returns to school after any absence, he must bring a written excuse from a parent or guardian within three days. The excuse must contain the exact reason for his/her absence. If a written explanation is not provided within three days, the absence(s) will be coded unexcused. A student must attend one-half of the instructional day to be counted present. Only 8 parent notes due to illness will be counted as excused absences. Please see the Madison County Student Code of Conduct for additional attendance information.

#### **Questions & Answers about Attendance**

1. How many days does a parent have to return an excuse? A parent has **three** school days to send in excuses.
2. What happens on day four? The child is marked unexcused in the computer.
3. Should a parent call the school when his/her child is going to be absent more than a couple of days? It is helpful to call the school but not required. We are concerned about your child. Please note that just because you called does not mean you do not have to send in a written note. A written excuse is still required.
4. Why doesn't the school remind the parents when they forget to send in a written note? It is the parent's responsibility to send a note. Please see the Code of Conduct. Quite frankly, we do send out reminders on teacher's weekly calendars, the principal's monthly menu and many other types of correspondences. We simply do not have the time to call individuals. Most teachers ask students on daily basis for excuses.
5. Is it okay to have the doctor's office to fax in excuses? Yes. However, the school will NOT call you when we do not receive an excuse. It is the parents' responsibility to make sure the school receives the note. The school fax number is 256-851-3241.
6. What should a parent do if his child will not take the note out of their book bag and give it to the

teacher? All of our teachers are willing to work with you but keep in mind that it is the parents' responsibility to get us the excuse. Most teachers ask for attendance excuses on a daily basis. If your child needs more assistance than this you may just have to mail/fax or bring the note to the office/teacher yourself. The teachers need to be spending time teaching.

7. Is a family emergency automatically considered excused? No.
8. How could a family emergency be considered excused? It would fall under the prior permission by the principal at the request of the parent/guardian. Typically, Mr. Weeks will excuse a death or terminal illness of extended family members. However, the written note must state this information or the parents must call the office and let Mr. Weeks know this information. The school will not call the parent and ask them to explain what the emergency was.
9. Are there other excuses that fall under prior permission? Yes. It is the parent's responsibility to call Mr. Weeks. Examples of excuses that have been approved are birth of a sibling and time to visit with a parent who was in the military overseas.
10. What has **not been approved** with prior permission? Business trips, family vacations, field trips (other grade levels or other schools) and unexplained family emergencies have not been given prior permission.
11. I wish to take my child on an educational vacation. Why will the school not approve this? In an effort to comply with the State Department's policy of every school having at least 95% attendance, the Madison County School Board has decided not to approve family trips that take place during the regular school day. As a parent, you may decide missing a day from school is worth the trip. If you have been aware of any unexcused days and not allowed them to accumulate beyond 4 days, then there should not be a problem. If a student misses more than 4 days, a meeting conducted by the truancy officer will be required.
12. Why does the school send out such a harsh letter the first time my child has an unexcused absence? This is a form letter that all Madison County Schools have been asked to send. The Alabama State Department of Education passed the attendance guidelines. The letter is simply meant to be a reminder that school is important.
13. What happens after I sign the letter? The letter is placed in your child's records. After 3 unexcused absences, you will be required to attend a meeting with the counselor/principal at the School. After 5 unexcused absences, you will be required to meet with the Madison County truancy officer.
14. If my child is sick and checks-out on Tuesday and is absent on Wednesday, do I still need to send in

a written note? You will need to send in a note for Wednesday. If your child checks out before 11:00, she/he is counted absent for the entire day. Then you would need to send a note for Tuesday and Wednesday.

15. If my child is suspended from the bus and I cannot get him/her to school, is that excused? No, that is counted unexcused. **Riding the school bus is a not a guaranteed right.** If a child cannot behave and endangers the safety of others, he/she will not be allowed to ride. This does not have anything to do with school attendance. The parent is still required to make sure the child attends school.
16. If one child is absent for illness or a doctor's appointment, is my other child excused as well? No. Only the child who is sick will be counted excused with a written explanation.
17. How many personal illnesses are allowed? A student is allowed 8 illnesses with a note from a parent. After the 8th absence for illness, all absences must have a doctor's excuse.
18. If I check my child in after 11:00, why is it counted as an absence? Do I have to send a note even if I check my child in at the office? A child must be at school at least 1/2 of the day to be present. Yes, you do need to provide a note. You may even give the note to the person in the office.
19. My child was tardy and I received an unexcused absence form letter. Why did this happen? We are finding this happens mostly because the child did not stop at the office and change the absence to a tardy. After 7:45, the office must change the absence to a tardy. It is IMPORTANT that an adult sign the child in. This gives us a record of the child. In most cases we were able to correct this. We do need parents' help with this. PLEASE, SIGN YOUR CHILD IN AFTER 7:45. PARENTS SHOULD NOT DROP STUDENTS OFF AT THE DOOR AFTER 7:45.

## Attention Parents of Car Riders

- Any child who is a car rider will need to wait for the car line. Students will not be dismissed to walk with parents or older children from the door to a car. **Please do not walk up to the door to ask for your child.**
- **Students may not be dismissed at the front office hall.** Parents will need to sign students out and wait for the students to be brought out to the front. This area is small so we ask parents to only do this when it is necessary. Please do not come to the office for dismissal on a daily basis.

- Checkouts before the end of the day are recorded on attendance. **We ask parents not to check students out after 2:00 simply to avoid the car rider line.** It is not a safe practice and slows down the entire process.
- Upon the completion of the car line, parents will need to sign any remaining students out in the office. The car line ends at **approximately** 2:45. However, should we finish early; parents will need to proceed to the office. Students remaining after 2:45 will be placed in the Extended Day Program. The cost is \$9.00 per day.
- Move your child's car seat to the passenger's side. **Students should enter and exit from the passenger's side of the car.** This includes mornings and afternoons.
- **ATTENTION PARENTS OF YOUNGER STUDENTS:** If your child is too small to open the door (mornings), please pull out of the line and park. Most days we will have the safety patrol to assist. However, there will be days when only one adult is on duty. This person will be supervising for safety and will not be able to assist younger children from the car.
- In the afternoons, remind your child to listen for his/her name to be called.
- Car rider signs are **required.** The sign should have your child's name listed in bold/dark LARGE letters. You may make your own. Signs are to be visible on the right hand side of the windshield. We recommend the sun visor.
- **Any car without a sign will be directed to pull out of the line.**
- All students will be dismissed from the classrooms at 2:30 Monday- Friday.



OXR Police may issue a ticket if you block either entrance for South Hampton Nursing and Rehabilitation Center. Please leave a space.

The entrance/exit on the west side of the school will be an **exit only** during car rider times. This includes the times of 7:15 to 7:45 and 2:15 to 2:45. You may park in the front, or near the school wall on the east side. If you prefer, you may park on the west side but you will need to arrive before the west entrance is exit only or stay in the line until you reach your destination.

Please remove this page, sign and return  
to your child's teacher.

Keep the handbook for your information.

**\*\*Please note that there are changes made every year to the  
Handbook. Please read it carefully!\*\***

I have received a copy of the OCR Student Handbook for 2016-17.

Child's Name \_\_\_\_\_

Teacher's Name/Grade \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_