

Oakwood Avenue

Community School

(The Best School in Town)

*135 Oakwood Avenue
Orange, New Jersey 07050
Telephone: (973) 677-4095*

2016-2017

Student/Parent Handbook



District Vision / Mission

Vision

"The Orange Public School District commits to provide a safe and caring environment where each student is expected to grow and succeed. We pledge to prepare all students with equitable opportunities for college and career readiness, leading to lifelong learning and responsible citizenship in a competitive global community."

Mission

- The Orange Public School District in collaboration with all stakeholders is responsible for promoting the academic, social, emotional and personal success of all students.
- With a commitment to academic excellence, the district provides teachers, families, and administrators the tools needed for all students to reach their full potential.
- The district serves all students in our schools, acknowledging their unique backgrounds, cultural perspectives and learning styles.
- The district recognizes that curiosity, discipline, integrity, responsibility and respect are necessary for success.
- The Orange Public School District cultivates a community of 21st century learners where students take ownership of the learning process, achieve high standards of excellence, and focus on academics.

Oakwood's Collaborative Mission Statement

With a results-driven focus on improving student achievement, Oakwood Avenue Community School will ensure that students, parents, teachers and the community receives rigorous, robust and rewarding learning experiences by way of:

1. **Professional collaboration**
2. **An ongoing commitment to explore and implement new instructional best practices**
3. **Mutual trust and respect**
4. **Sharing and acknowledging successes**

No Alibis, No Exceptions, No Excuses!

I.



"Oakwood School Song"

Oakwood is the best school in town

And we go there everyday

Oakwood helps us do what is right

In the things we learn and say

We've got the best school spirit

In this whole town

The teachers are the greatest too

Oakwood is the best school in town

And to Oakwood we'll be true.

Oakwood Avenue School Colors: Green and White

II.



“Student Responsibilities” ***(Refer to the District Code of Conduct)***

I am responsible for my behavior!

I have the right to learn and the responsibility to do my best...

- ❖ By completing my homework.
- ❖ By showing my best effort.
- ❖ By doing my class work.
- ❖ By contributing to the work of my group.

I have the right to be respected by others and the responsibility to listen to others and appreciate their ideas...

- ❖ By being kind to others.
- ❖ By helping others.
- ❖ By showing compassion.
- ❖ By being polite.

I have the right to be an active student in the school community and take responsibility for my actions...

- ❖ By telling the truth.
- ❖ By following through on my chores.
- ❖ By having good attendance.
- ❖ By meeting the obligations of my clubs and after school programs.

I have the right to be safe and the responsibility to treat others in a safe manner...

- ❖ By solving problems using kind and caring words.
- ❖ By telling the truth about my role in a conflict.
- ❖ By using conflict resolution to solve my problem.
- ❖ By using peer mediation to solve conflicts with others.
- ❖ By not touching others or their belongings.

III.



"My Peace Pledge"

I am a member of the Oakwood Avenue School Community.

Our Mascot is the Soaring Eagle.

Like the Soaring Eagle I pledge to:

Strive for Outstanding Achievement, Respect and Success

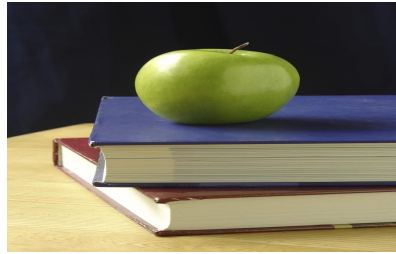
I pledge to talk respectfully to others;

To treat people with care, integrity and good citizenship;

*I pledge to treat others with the same respect with which I
wish to be treated;*

*I pledge to build peace ~ at home, at school and in my
community.*

IV.



“Academic Requirements”

Grading System

Children are expected to successfully demonstrate mastery of skills/knowledge of at least one year’s academic program in one year’s time.

The instructional program provides a uniform curriculum that has a specific set of skills and content for each grade level and subjects. All children must learn within specific curriculum timelines, regardless of the school or teacher to who the child is assigned.

The following is the grading system adopted for use by the Orange Board of Education.

Explanation of Academic Grades (Grades 1-8)

- A (Exceeds the Standard) 100- 90
- B (Meets the Standard).....89-80
- C (Marginally Meets the Standard).....79-70
- D (Below Standard).....69-65
- F (Unsatisfactory Performance 64 -50)

***District guidelines indicate 72% and below
mandates a parent teacher conference.***

**Refer to the Grading Promotion and Retention Guidelines!
(Copies available on the District Website
<http://www.orange.k12.nj.us/>
and in the school library)**



Work Requirements

Even though the teacher is the responsible professional in the classroom, students must share the responsibility for their learning. If students are going to develop into the academically prepared, alert and socially oriented adults that society expects, proper time and attention must be given in order to maximize the effectiveness of the learning process.

A great deal of effort and expense is involved in our educational system. Therefore, students will not be allowed to waste it by not doing their share. Parents will be contacted at any time the staff feels that a student is not producing to the best of his/her ability.





Homework

Homework is assigned by the classroom teacher to reinforce a concept that has been taught, and therefore, is an integral part of the child's studies and must be completed.

The classroom teacher will give homework appropriate to the age and ability level of the children. The children will receive homework assignments on a daily basis.

Parents are asked to be sure children complete their homework promptly, correctly and neatly. Students are to put aside time each night to do all assignments and review class work for the day. Students who fail to do their homework will receive a progress report immediately detailing what improvements need to be made. Our homework policy will be consistent with the Orange Board Of Education's policy and procedures.

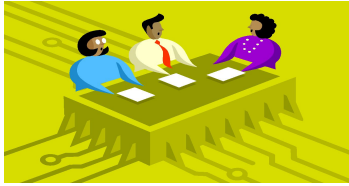
Parents and students will be responsible for all books/workbooks lost or damaged.

Homework Policy

The daily minimum requirement of meaningful homework:

| | |
|-------------------|----------------------|
| Grades K-1 | 30 minutes |
| Grade 2 | 45 minutes |
| Grade 3 | 60 minutes |
| Grades 4-7 | 70-75 minutes |

V.



“Parent Conferences and Report Cards”

There are four marking periods, each approximately nine weeks long. (November, February, April and June). Parent/Teacher conferences will take place in February 2016. Parents will be notified in writing about their scheduled parent/teacher conference appointment time. If the scheduled time is not convenient for you, please contact your child’s teacher to make other arrangements as soon as possible. Parent-teacher conferences are not restricted to the first and third marking periods. A conference may be requested at anytime by a teacher or a parent. If you wish to contact your child’s teacher, please call the school at (973)677-4095 to make the necessary arrangements.

All certified teachers should be contacted by sending a note with your child, or calling the school office. Keep in mind that instructional time cannot be disrupted for any reason. You may request that the teacher call you at his/her earliest convenience, or schedule a conference after 3:00 P.M or during his/her planning period. All conferences are to be orderly and respectful. All parents and visitors must report to the office for a hall pass upon entering and leaving the building.



VI.



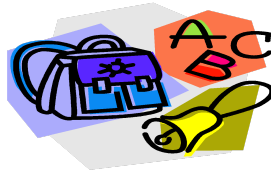
"School Visitations"

For the protection of pupils it is essential that the administration know who is in the building at all times. Therefore, parents and other visitors must report to the school office before going to any part of the building.

Visitors must register at the office where they will receive a pass and instructions. At **no time** should a staff member transact business with a person in the school who is not in possession of an official school pass. All visitors are subject to the rules and regulations of the school.



VIII.



"Time and Bell Schedule"

Both the health and safety of your children may be affected by the time which they are arriving at school. This arrival time has been a concern to us. As a result, we would like you to know and to help enforce the following rules:

- First, when the weather is clear (no rain, snow or temperatures are above 20 degrees) all children can report to the playground at 8:00 A.M.
- Second, when the weather is inclement (rain, snow or temperatures below 20 degrees) you can be a great help to us. Try to plan it so that they arrive 5 minutes before the bell (8:25). This will insure that they will not only be outside for too long, but that there will be maximum supervision.

| | | | |
|----------------|-----------|------------------------------|------------------------------------|
| Bell 1. | 8:25 A.M | Warning bell | Students picked up |
| Bell 2. | 8:30 A.M | Arrival bell | All inside |
| Bell 3. | 11:35 A.M | First lunch | 1 st lunch to cafeteria |
| Bell 4. | 12:05 P.M | End of 1 st lunch | Children picked up |
| Bell 5. | 12:10 P.M | Second lunch | 2 nd lunch to cafeteria |
| Bell 6. | 12:40 P.M | End of 2 nd lunch | Children picked up |
| Bell 7. | 12:57 P.M | Third lunch | 3 rd lunch to cafeteria |
| Bell 8. | 1:27 P.M | End of 3 rd lunch | Children picked up |
| Bell 9. | 3:00 P.M | Dismissal bell | |

IX.



“Discipline”

Children who are engaged and interest in school activities have low incidences of problems with discipline. The maintenance of discipline is a cooperative task between the **HOME** and the **SCHOOL**. If difficulty occurs with an individual pupil, we will work diligently to find the source of the problem.

Oakwood Avenue School has a zero tolerance for bullying in accordance with the N.J. State law and Orange Board of Education. Many times the problem is minor and can be remedied without parental involvement. In more serious cases of discipline, parents will be contacted immediately to resolve the conflict.

Suspension from school may occur if:

- Deliberate acts of a pupil cause injury to the health, morals or welfare of other students.
- There is a serious violation of school regulations.
- The conduct of the pupil interferes with the education of other students in the classroom.

Refer to District Student Code of Conduct

Parents can, and are encouraged to monitor their child’s behavior via the District’s Parent Portal and/or Classroom Dojo



“School Rules and Regulations”

1. Be prepared for instruction each day, possess a positive attitude; have required books, homework, pencils, etc...
2. Put forth maximum effort at all times. Do your best continually.
3. Dress for success. Wear the school uniform or/and physical education uniform or clothing suitable for classroom instruction.
4. Respect school property. Do not write on walls, desks, chairs, etc... The place you “live in” or “work in” is a reflection of you.
5. Be courteous and respectful to adults and peers. Speak and behave as you would like to have others speak and act towards you.
6. Candy or gum in not permitted in the building.
7. Students who are suspended at any time during the school year will not be allowed to participate in field trips.



X.



“Student Required Dress Code”

PK-4 Elementary Schools

- White or light blue button/polo/golf shirts with collar
- Slacks, Dress or Skirt or Uniform Shorts (Navy)
- Sneakers/Shoes, etc- laced and tied (no flip flops)
- P.E-Gray/Blue Sweats/ Uniform Shorts with White or Gray Shirts

5-7 Elementary Schools

- White or light blue button/polo/golf shirts with collar
- Slacks, Dress or Skirt or Uniform Shorts (Navy or Khaki)
- Sneakers/Shoes, etc- laced and tied (no flip flops)
- P.E-Gray/Blue Sweats/ Uniform Shorts with White or Gray Shirts

Students May Not Wear

- Tee shirts and shirts with writing, designs or pictures
- Jeans, denim
- Clothing that exposes the torso or midsection, bottom.
- Clothing that exposes underwear or undergarments.
- Head or do-rags, caps, bandanas or other headgear (other than for specific religious reasons)
- Flip flops, Chinese slippers or house slippers.

Note: All shirts must be tucked into your pants or skirts at all times while in school.

XI.



"After School Detention"

Any child remaining after school for detention will be dismissed no later than 4:00 P.M.

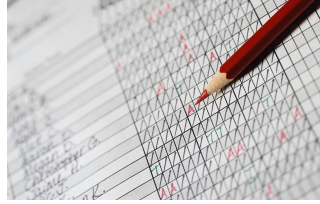
All parents will be advised in advance of the reason and length of the detention.

The parents are asked to take the necessary steps to insure the safety of his or her child after the detention is served. Any parent that has special needs relating to his or her child staying after school; please contact the teacher so arrangements can be made.

School phone number: (973) 677-4095



XII.



“Attendance: Pre-School to grade 7”

Each student is required to attend school regularly, and in each case of an absence the student **must** present to the teacher (elementary) or to school administration (secondary) on his/her return, a written excuse from the parent or guardian.

Students, grades Pk-7, receive an excused absence when they are absent from school for the following reasons:

- Illness of the student (a student who is absent from school for more than 3 consecutive days may be required to present a parent or doctor’s certificate upon returning to school).
- Serious illness of a member of the family which necessitates the absence of the student. (After 5 days, written notification is required).
- Death in the immediate family. Ordinarily, parent/guardian and grandparents are included in the immediate family. (Length of time to be determined in each individual case by the principal).
- Religious holidays as approved by the law (if written excuse is provided).
- Such other absences which have had prior approval from the principal’s office. Students who plan to be absent for reasons other than the reasons above should seek prior approval by presenting a note from home to the office of the principal.

Unexcused absences are those which do not come under any of the definitions of the excused absences.

**Excessive absenteeism will be noted by the state,
on the students’ permanent state record!**

Make-up work

Make-up work is to be permitted only in cases of excused absences. Make-up work is to be completed in a reasonable period of time after the student returns to school. In no event should this period extend longer than 4 school days to make up work for each school day absent. Make-up work is to be assigned and evaluated according to the judgment of the student's teacher(s).

If your child is expected to be out of school for more than five (5) days for medical reasons, such as: illness, an operation, hospitalization, etc... starting the 11th day he/she will be eligible to receive home instruction for up to 10 hours per week. Students must be approved for home instruction by the district doctor. Contact your school nurse as soon as possible and she will tell you the steps to take to secure home instruction.

Continued tardiness on the part of any student will be viewed as a very serious matter. Promptness is extremely important. Students are required to be in their places, ready for work, at the bell. Infractions of this regulation will be cause for corrective or disciplinary action. Students who are late without a written excuse will serve lunch detention on the date they are late.

No student who is absent because of the observance of a religious holiday should not be deprived of any award, or of eligibility to compete for any award, or of the right to take an alternate test or examination, for any of which the student may have missed by reason of such an absence, if a written excuse signed and provided by a parent or guardian is presented to the teacher.

XIII.



“Medication”

A full time nurse is on duty during the school day. By law the nurse can only administer first aid. In case of a serious accident, parents will be notified immediately. If it is necessary for the child to go home, parents must make provisions to pick up the student. The nurse **will not and is not** permitted to transport students.

The following rules and regulations regarding medication in the school were implemented in all of the schools in the District of Orange as of February 1, 1983.

1. The school can not provide students with aspirin or any other medication.
2. The administration on medication to pupils shall be done only in exceptional circumstances wherein the child’s safety may be jeopardized without it.
3. Students requiring medication at school must have a written statement from the family physician which identifies the type, dosage, and purpose of the medication.
4. Written statements from the parents giving permission to give medication prescribed by the family physician. The medication must be brought to school by the parent or guardian in the original container appropriately labeled by the pharmacy.
5. The school nurse and approved by the school physician should be advised of any drug being taken by a child attending school, particularly those that might cause change in behavior.
6. In the absence of a school nurse, parents may come to school and administer the medication or another school nurse must be called to administer.

**Orange Board of Education
451 Lincoln Avenue
Orange, New Jersey 07050**

Parent/ Guardian Permission: _____ Date: ___/___/_____

Student's name _____ Birthday: ___/___/___

Address _____

School _____ Grade _____ Teacher _____

* I hereby grant permission for the school nurse to administer the medication prescribed below for the above named child.

Signature of parent/ guardian

Phone number

Please send the medication to school in a pharmacy container labeled with the child's name, medication name, dosage, and physician's name. Thank you for your cooperation in this matter.

Physician's Authorization and Directions

Name of medication _____ Dosage _____

Type of administration _____ Diagnosis _____

Possible side effects _____

Print name of physician

Signature of physician

Physician's stamp:

Phone number

XIV.



"Pupil Illness"

1. The parent/guardian should not send the child to school if the child is not feeling well or has any of these symptoms:
 - A severe cold, (coughing, a runny nose, swollen glands, nausea, or feverish).
 - Vomiting or diarrhea.
 - Red, tearing eyes and pinkish coloring seen in the white part of the eye (conjunctivitis or pink eye).
 - Sores that are infected. (bleeding, oozing puss, or other signs of serious infection)
 - Poison ivy or other similar contagious skin problem, i, e...ringworm and impetigo.
 - Temperatures of 100 degrees or above (a child should be without fever 24 hours before returning to school).
 - Any other contagious diseases. Such as chickenpox, head lice, etc...

2. When your child returns to school, please be provide a physician's note or parent note explaining their absence.

XV.



“Excuses: Illness, Tardiness, or Early Dismissal”

If a student is absent or late, please be sure to send a note to the teacher with your child. This procedure is important to all of us since it concerns the health and the safety of children.

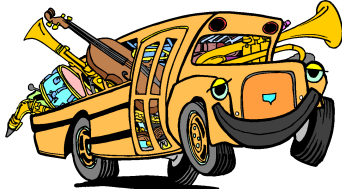
If a child is late three times or eight times in one month, parents will be requested to come to school so we can jointly try to solve the problem.

When it is necessary for students to be dismissed early from school, a note should be send to the teacher indicating the time for the dismissal. It is necessary then for the parent/guardian or designated person to come into the office and sign the student out.

In case of an emergency, when a note was not submitted, the parent/guardian or designated person may come to the school office and make the necessary arrangements for early dismissal.

ONLY PERSON(S) LISTED ON THE EMERGENCY CARD WILL BE ABLE TO PICK UP STUDENTS, AND EVERYONE MUST SHOW INDEIFICATION!

XVI.



"Field Trips"

Educational field trips are planned to enhance learning experiences correlated with the subject are content. Students must have written permission from a parent or guardian prior attending the field trip.

All field trips are chaperoned by school personnel and occasionally with the assistance of a parent or parents.

Students who are suspended at any time during the school year may be required to have a parent accompany them on a field trip.



XVII.



“School Closing/ Delayed Opening”

Whenever it is necessary to order schools closed or to issue a delayed opening due to weather conditions or other emergencies, which may develop during the night, announcements of such closing or delayed opening shall be via the **OACS Mobile App** and the following radio stations between 6:30 a.m to 9:00 a.m:

- ***WOR (710 AM)***
- ***WINS (1010 AM)***
- ***WADO (Spanish 1280 AM)***
- ***WJDM (1530 AM)***
- ***WFME (94.7 FM)***
- ***WRKS-FM (98.7 FM)***

Television ***Channel 5 (FOX)*** will also broadcast school closing for Orange.

Announcements begin at 6: 00 A. M.

The Spring Recess will be used to make up for any emergency closings that total more than two days.

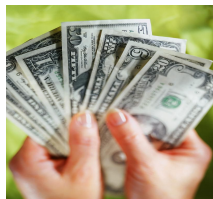
XVIII.



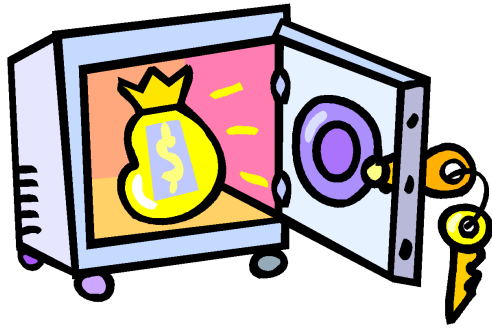
"Book Fines"

All textbooks are collected at the end of each school year. Students who have lost or damaged books during the school year will be charged fines according to the condition of the book (s). Lost book (s) will be assessed according to the price of the original book(s).

All library books are to be returned to the library on a timely manner. Students who have misplaced or lost books must bring an envelope with the amount owed in cash. Any outstanding debts to the school will cause a student's report card to be withheld until all debts are paid.



XIX.



“Money and Valuables”

Students are not to bring money to school unless it is absolutely necessary. The school can not assume responsibility for an individual’s money or valuables left in his or her locker, desk or coatroom.

Students are **not allowed** to bring electronic device to school. This includes cell phones, iPods/MP3 Players, games, or any other electronic devices (unless authorized for a specific school program designed and approved by the principal).

If students bring any of these devices to school they must be turned off and stored in their locker or book bag for the entire day. Items will be confiscated and will not be returned until a parent comes to pick them up.



XX.



"Special Activities"

Instrumental music is a course which seeks to provide an educational opportunity for students in grades 4, 5, 6, and 7.

The Oakwood Avenue Chorus is made up of students in grades 4, 5, 6 and 7. It gives children the opportunity to sing, work, and perform together in an organized fashion.

This is a program designed to offer extra support to students that need extra help in reading, writing and math.

The Student Government is made up of elected representatives in grades 4, 5, 6 and 7. It is designed to simplify values and to teach parliamentary procedures.

This program will allow additional experiences to students who display a talent in art.

The patrols are a group of 5th, 6th, and 7th graders that greet the teachers, students, and visitors to our school.

XXI.



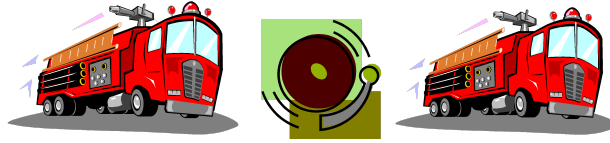
“Guidance Information”

Guidance services in the school provide counseling programs and promote academic success. An Elementary School Guidance Counselor provides additional support services and an intervention program for our students. The guidance counselor works cooperatively with the building principal, staff, and parents of students who need support to enhance their school performance.

The program strives to assist all students in acquiring the attitudes, skills, and competencies necessary to assure that students will be able to exercise effective control of their selves.

The program may include counseling of individuals and group, consultation of staff, parent/guardian, and others in the school and community, and curriculum planned activities to foster self-understanding, problem-solving, decisions-making, positive attitudes, understanding and multicultural learning.

XXII.



“Emergency Preparedness”

Response
Representative
Recovery
Hazard
Preparedness

To have students discover which community agencies are responsible for response and recovery.

Understand that school is a safe place.

Identify appropriate procedures and supplies for school emergencies.

Objectives

To identify community helpers and their role in the community.

To practice emergency response procedures for various situations.

Who helps us?

How do we help?

Do I know what to do?

School supplies for emergencies

Survival math

Who helps us?

Tornado watch/warning

Family disasters supply kit

Family disasters plan

Help is on the way

Tornado watch versus warning

Drop, cover and hold on

What do we do when?

VII.



“Classroom Birthday Celebrations”

ALL Classroom Birthday Celebrations will only be permissible on the last Friday of every month, from 2:40PM-3PM (*Excluding School Events or Holidays*).

**NO OTHER DATES
OR
EXCEPTIONS WILL BE MADE!**

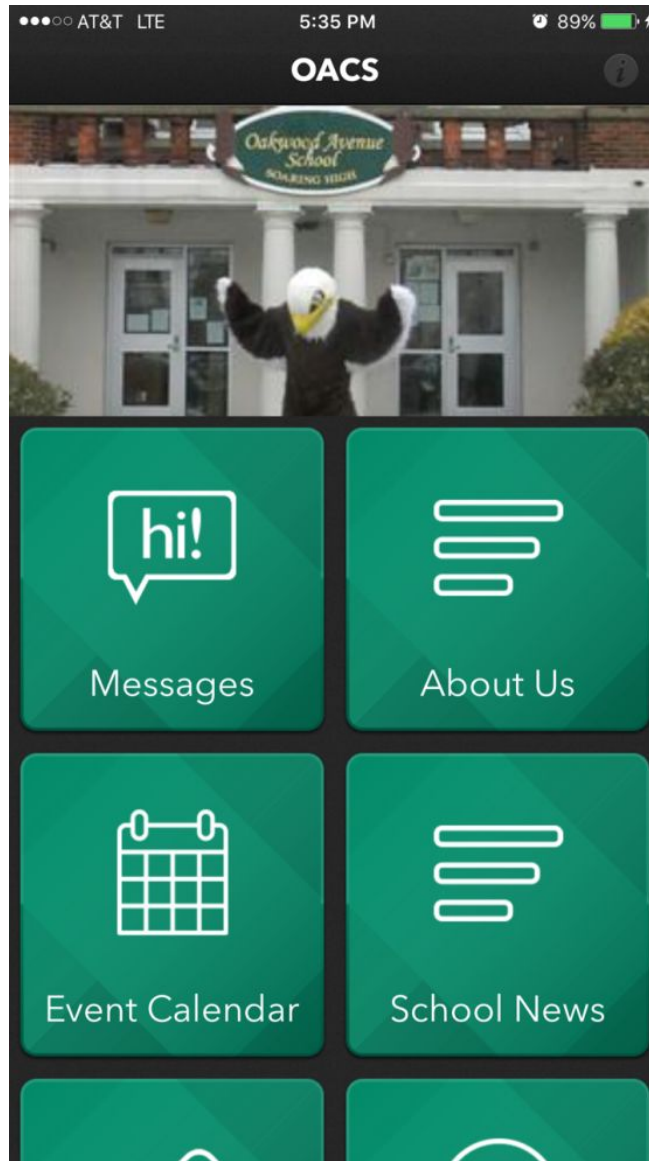
Monthly Celebration dates are as follows:

- Friday - September 30, 2016
- Friday - October 21, 2016
- Friday - November 18, 2016
- Friday - December 16, 2016
- Friday - January 27, 2017
- Friday - February 17, 2017
- Friday - March 31, 2017
- Friday - April 28, 2017
- Friday - May 26, 2017
- Friday - June 16, 2017

Parents and families are reminded that all Birthday Celebration refreshments must comply with School/District’s nutrition policy. For a list of allowable refreshments refer to the following:

- **School Website**
- **School Mobile App (OACS)**
- **School Nurse**
- **Classroom Teacher**
- **Main Office**

Oakwood Avenue Community School “OACS” Mobile App



DOWNLOAD IT TODAY!!!!

