

PARENT/STUDENT HANDBOOK



2017-2018

OXFORD CENTRAL SCHOOL
A National District of Distinction

OCS Strives to be C.O.R.R.E.C.T.

School-Wide Behavioral Expectations	Everywhere/ All the Time Rules	Classroom Rules	Hallway Rules	Bathroom Rules	Cafeteria Rules	Recess Rules	Bus Rules
Courage/ Optimism	<ul style="list-style-type: none"> ▪ Do the right thing even when no one is looking or even when it's unpopular ▪ Bully-Free Zone 	<ul style="list-style-type: none"> ▪ Try your best on all assignments even when they are challenging 	(see "Everywhere/ All the Time" Rules)	(see "Everywhere/ All the Time" Rules)	(see "Everywhere/ All the Time" Rules)	(see "Everywhere/ All the Time" Rules)	(see "Everywhere/ All the Time" Rules)
Responsibility	<ul style="list-style-type: none"> ▪ Be on time (gr. 5-8) ▪ Take responsibility for what goes on around you ▪ Participate appropriately in activities ▪ Ask for help if needed ▪ Keep gum out of school 	<ul style="list-style-type: none"> ▪ Complete assignments (hw and class work) ▪ Be prepared (materials, hw) 	<ul style="list-style-type: none"> ▪ Have pass visible ▪ Wait patiently and quietly ▪ Keep locker neat and use locker appropriately (gr. 5-8) 	<ul style="list-style-type: none"> ▪ Wash hands with soap and keep water and soap in sink ▪ Dry hands with paper towel and throw towels in trash can 	<ul style="list-style-type: none"> ▪ Stay in seat in assigned area ▪ Raise hand for help ▪ Clean up eating area (put trash in proper place) 	<ul style="list-style-type: none"> ▪ Share equipment and use it safely ▪ Return equipment when finished 	<ul style="list-style-type: none"> ▪ Buckle seatbelt ▪ Remain in seat
Respect/ Empathy/ Citizenship	<ul style="list-style-type: none"> ▪ Keep hands, feet and objects to self ▪ Ask permission to use others' things ▪ Listen to others' ideas ▪ Use encouraging, polite and kind words ▪ Treat others with respect and be aware of others' feelings ▪ Keep area around you neat and clean ▪ Show respect for yourself by following the school dress code ▪ Keep cell phones/ electronics stored as directed 	<ul style="list-style-type: none"> ▪ Raise hand to speak ▪ Use inside voices ▪ Be a good classmate and volunteer to help others 	<ul style="list-style-type: none"> ▪ Admire displays (look but don't touch- keep hands off walls and banners hanging from ceilings when walking) ▪ WALK QUIETLY facing forward on the right side with hands at side ▪ Keep hallways clean 	<ul style="list-style-type: none"> ▪ Respect others' privacy--stay in your own stall and in your personal space ▪ Wait for your turn 	<ul style="list-style-type: none"> ▪ Use good table manners ▪ Eat only your own food ▪ Clean up eating area ▪ Use inside voices ▪ Include others- no one sits alone 	<ul style="list-style-type: none"> ▪ Share equipment and use it safely ▪ Try to include others 	<ul style="list-style-type: none"> ▪ Use inside voices ▪ Store personal items (backpack, etc.) in proper place
Trustworthiness	<ul style="list-style-type: none"> ▪ Be honest (no stealing/lying/cheating) 	(see "Everywhere/ All the Time" Rules)	<ul style="list-style-type: none"> ▪ Go directly to your destination 	<ul style="list-style-type: none"> ▪ Go directly to your destination 	(see "Everywhere/ All the Time" Rules)	(see "Everywhere/ All the Time" Rules)	(see "Everywhere/ All the Time" Rules)

Child Study Team

CST/

Assistant to Dir. Of Special Services	Mrs. Helen Diaz
LDTC	Mrs. Laurie Pillus
School Social Worker	Mr. Michael Kenney
School Psychologist	Mr. Richard Baran
Speech Language Specialist	Ms. Kelsey Halloran

Classroom Aides

Mrs. Samantha Accetturo	Ms. Kelsey Barofski
Mrs. Eve Bodine	Mrs. Dawn Pensyl
Mrs. Pamela Davidson	Mrs. Eileen Ruskan
Mrs. Renee Sturm	Mrs. Jennifer Giordano
Mrs. Michelle Conover	Mrs. Kristine McGrath
Ms. Alyssa Ritter	Mrs. Darlene Wright (HS)
Mrs. Laura Edmondson	Mrs. Laura Smorto
Ms. Jennifer Cicak	Mrs. Stefanie Holmes
Mrs. Melissa Rush	

Family Life / Physical Education
Family Life / Physical Education

Mrs. Renee Hart
Mr. Robert Causton

GATE Coordinator

Mr. Ian Denzer-Weiler / Mrs. Nemeth

Maintenance / Custodial

Mrs. Caroline Tate
Ms. Shana Smith
John McConnell

Music

Mrs. Shirley Firling

Nurse

Mrs. Barbara Svercauski

Spanish

Mrs. Carmen Padilla

Special Education

Mrs. Patricia Carr	Mrs. Kim Newell
Mrs. Stacy Drechsel	Mrs. Shannon Pettinelli
Mrs. Manju Mathew	Ms. Ashley Hill
Ms. Alexandra Phelps-Jacobson	
Mrs. Jen Saxton	

School Secretary /CSA Secretary

Mrs. Carol Halloran

Parents are reminded that staff coverage of students starts at 8:10 a.m. Parents should not send their child to school before this time. Students who are arriving prior to 8:10 will be moved to Before Care and parents will be billed accordingly.

SCHOOL HOURS

Arrival Time	8:10 a.m. - 8:20 a.m.
School Begins	8:20 a.m.
Homeroom/Opening Exercises	8:20-8:30 a.m.
Dismissal	3:00 p.m. - (Bus students dismissal at 2:55 p.m.)
Pre-School/ Pre-KG	8:20 – 12:00 pm

EARLY DISMISSAL - 1:00 P.M.

Grades KG through 8	8:20 a.m. - 1:00 p.m.
Pre-School AND Pre-KG	8:20 – 12:00 pm.

Lunch will be served on early dismissal days; with the exception of the last few days of school (please refer to calendar).

In the event of a delayed opening, lunch IS served for K-8 grade students.






DELAYED OPENING (2 hours)

Grades KG. through 8	10:20 - 3:00 p.m. (Bus students dismissed at 2:55 p.m.)
Pre-School/ Pre-KG	10:20 – 1:00

Please provide a lunch for Pre-School/Pre-K students for delayed opening days.

DISTRICT MISSION STATEMENT

Students are:

-  Inspired to believe and achieve
-  Challenged in a caring and character building environment
-  Enabled to make positive contributions to their community

Oxford Student Motto

Be CORRECT

-  Courage
-  Optimism
-  Responsibility
-  Respect
-  Empathy
-  Citizenship
-  Trustworthiness

DISTRICT GOALS (new 2017-2018 Goals will be published after BOE approval)

The district established the following goals for the 2016-2017 school year. An update on progress is included.

1. Support the capacity of all teachers in aligning their lesson plans and assessments with the New Jersey Student Learning Standards. Teachers will also differentiate their lesson plans to meet the diverse needs of the students in their class.
 - a. Provide instruction to the school administration to provide Professional Development opportunities for all teachers to continue to articulate and develop the New Jersey Student Learning Standards.
 - b. Receive quarterly updates from administration on the progress of this support.
 - c. Provide fiscal support for this initiative

The Board of Education and administration worked with staff to provide numerous opportunities for professional development in the area of curriculum and standards. The Warren Hills Cluster held meetings throughout the school year, attended by OCS staff, to revise curriculum based on another changes in the educational standards of the state.

2. Continue to build capacity to implement AchieveNJ in accordance with state regulations and district goals.
 - a. Provide support for teachers and administration in implementation
 - b. Provide available funding for administration to attend NJDOE workshops
 - c. Provide available funds for staff release time to attend workshops or webinars

- d. Receive quarterly updates on the progress of this initiative and legal changes as necessary

Staff members were provided with numerous, year-long updates on revisions made to AchieveNJ.

3. Continue to build capacity of teachers to align instruction using Google Apps for Education (GAPE).

Staff members used professional development meetings prior to the school year and monthly staff meetings to share ideas, learn new processes and further develop their Google Apps knowledge.

4. Continue the twice yearly newsletter; have the CSA continue to invite staff, students and student groups to board meetings, continue to monitor the changes in the school website.
 - a. Receive monthly updates from the school administration
 - b. Provide available funds as needed to facilitate the implementation of this goal

Newsletters, weekly updates, social network updates and SchoolMessenger all helped to keep parents and students up-to-date.

ASBESTOS

The district has removed all traces of asbestos in the Oxford Central School. A copy of the asbestos report is available for review by contacting the Business Office at (908) 453-4101 x2115.

AFTERSCHOOL CARE / BEFORE SCHOOL CARE

Before School Care is available on all regular operating days of school. Before Care begins at 6:30am and After Care is available from 3:00pm to 6:00 pm. Please be sure to register your child and complete the necessary paperwork. Policies and regulations on these two programs are on the school website. Based on the weather conditions presented on any given day, before care and after care times may be altered.

ATTENDANCE (BOE Policy 5113)

Every school day is important to your child's academic progress and his/her overall school program. **Families should not plan vacations while school is in session.** The school calendar is published well in advance of each school year and should be referenced when planning vacations. A child may not be eligible for promotion if absences for other than documented medical reasons exceed ten (10) school days within each school year. Report your child's absence by calling the main office at 908-453-4101 (ext. 2101) between 8:20 a.m. and 9:20 a.m. You must call each day your child will be absent. **When a student is out more than three (3) consecutive days, the student must report to the school nurse to be readmitted to the school.**

In order to encourage daily attendance, New Jersey Administrative Code requires the school district to notify parents when their son or daughter has been absent five (5) days from the beginning of the school year. A letter will be sent home notifying you of ten (10) cumulative absences.

A student who is absent ten (10) days will be referred to the Oxford School Intervention and Referral Services Committee who will review the attendance patterns and make appropriate remediation.

A mandatory meeting between parent and administration will also be held to discuss attendance patterns.

Students who are late (8:31 a.m.) must report to the main office before going to class to get a tardy slip. The parents/guardians of a child who is tardy three (3) or more times in one (1) marking period may be required to

attend a parent/child conference with an administrator to discuss the tardiness. Children who are deemed to be the cause of their own tardiness may be subject to disciplinary action.

Three (3) Tardies equals one (1) Absence.

Any student absent from school may not participate in after school activities.

BACKPACKS AND BOOK BAGS

Backpacks and book bags may be used to transport materials to and from school. They are to remain in the students classroom and/or locker (when provided) during the school day. They are not to be used by students during the school day.

Students are to leave at home any music devices, MP3 players, recording devices, small video games and the like. Bringing any of these devices to school will result in confiscation for the day. Future offenses will result in immediate parent contact and appropriate disciplinary action.

BREAKFAST

Breakfast may provided for those student enrolled in Before School Care. Students may also purchase breakfast each morning at school. Breakfast may be purchased from 8:10 – 8:25am. For more information, please see the OCS website link, Cafeteria.

BSI – BASIC SKILLS INSTRUCTION

BASIC SKILLS IMPROVEMENT PROGRAM/TITLE I (Ref. Board Policy #6142.6, 6171.3)

1. Basic Skills
 - A. In accordance with board policy, these rules and regulations shall govern the altering or supplementing of the regular program or other means used to provide preventive, supplemental, compensatory or remedial programs to pupils who are in need of such services. Such compensatory or remedial instructional services shall be designed to improve the level of proficiency in reading, writing and mathematic skills of pupils whose academic, social, economic or environmental needs prevent them from succeeding in regular programs and to prevent their regression in such skills when regular programs are not in session.
2. Basic Skills Improvement Programs
 - A. Title 1 of the No Child Left Behind Act (NCLB) and State Chapter 212 were enacted to provide financial assistance to local educational agencies (LEAS) to expand and improve their educational programs to meet the special educational needs of educationally deprived children.
 - B. The basic skills improvement program (BSIP) at Oxford consists of three components: remedial reading, remedial writing and remedial mathematics.
 - C. Services are delivered within the regular education classroom.
3. Identification and Selection

- A. The board has authorized the chief school administrator to establish criteria for the identification and selection of those pupils who reside within Oxford Township who may be in need of compensatory or remedial services. Pupils whose proficiency in basic reading, writing and mathematics skills is below acceptable levels of performance shall be required to participate in a remedial maintenance program.
- B. The process used to determine the number of children in need of services grades K through 8 shall be carried out in accordance with board policy and is as follows:
 - 1. Initial selection will be based upon their scores on benchmark assessments in comparison to the minimum proficiency levels annually established by the State as well as the school district (students who score 205 or lower on the state assessment will be evaluated for BSI);
 - 2. After initial selection through the staff reports and state mandated tests, secondary measures include teacher recommendations, consideration of criterion test scores, classroom performance and, as needed, consultation with child study team and special services;
- C. The process used to determine the number of children in need of services who transfer into the district grades K through 8 shall be carried out in accordance with board policy and is as follows:
 - 1. Transfer pupils who have standardized test scores -- Initial selection will be based upon their scores on the standardized test in comparison to the minimum proficiency levels annually established by the State as well as the school district.
 - 2. Transfer pupils who do not have standardized test scores -- Initial selection will be based upon their scores from former school districts as well as teacher-driven assessments, given by their present classroom (homeroom) teacher upon entering the district, in comparison to the minimum proficiency levels annually established by the State as well as the school district;
 - 3. After initial selection, secondary measures include teacher recommendations, consideration of criterion test scores, classroom performance and, as needed, consultation with child study team and special services;
- D. All parents/guardians shall be notified in writing of a pupil's need for inclusion in the remedial program(s).

4. Program

- A. The chief school administrator is directed to develop programs to ensure that all pupils have the opportunity for the necessary instruction to achieve district levels of achievement in basic skills and that the parents/guardians be encouraged to participate in the development of and implementation of compensatory and remedial programs for their child.
- B. They will conform in all aspects to the requirements of state and federal law regarding developing, implementing, administering and evaluating funded compensatory education and remedial programs.
- C. An individual student improvement plan (ISIP) shall be developed and implemented for every pupil who falls below the minimum state level of proficiency on the state test instrument(s). Staff members will contribute to the development of the individual student improvement plan (ISIP). Parents will be involved by notifying them of the need and content of the individual student improvement plan (ISIP). Functions of the individual student improvement plan (ISIP):
 - 1. It will give specific direction to the supplemental and developmental learning experiences for basic skills improvement plan (BSIP) pupils;
 - 2. The individual student improvement plan (ISIP) will help educators to design an educational program to fit the needs of the individual pupil so he/she can demonstrate mastery on tests of basic skills;
 - 3. It will enable the basic skills teacher to choose the most appropriate instructional strategies and materials;

4. Individual student improvement plan's (ISIP) will serve as a basis for coordination of instruction between the basic skills teacher and the regular classroom teacher;
5. It will inform parents/guardians of the educational status of their children.

D. Programs especially designed for migrant children shall be provided as necessary.

5. Communication/Consultation

A. Parents/guardians shall be invited to consult with staff on ways to give their children the maximum benefits of compensatory and remedial programs.

B. At least once annually, a public meeting shall be held for the express purpose of informing parents/guardians of the programs and activities provided with Title 1 funds. The parents/guardians of all eligible children shall be invited to attend. The agenda shall include:

1. Informing parents/guardians of their right to consult in the design and implementation of the Title 1 project;
2. Providing parents/guardians with information about the Title 1 law, regulations and instructional programs;
3. Soliciting parents/guardians' input about basic skills improvement programs and related activities;
4. Providing parents/guardians an opportunity to establish mechanisms for maintaining ongoing communication among parents/guardians, staff and the board.

C. The school's annual "Back-To-School Night" will include a program for parents of basic skills improvement plan (BSIP) pupils.

D. Faculty meetings and school board meetings may also, at times, include items related to remedial programs.

E. Several conferences, with our regular staff members, and remedial instructors shall be held with the parents/guardians of remedial pupils throughout the year.

F. Written and telephone communications with parents as well as our Back to School night will help maintain continued communication among parents/guardians, staff members, basic skills improvement plan (BSIP) instructors and the board.

G. Conferences with parents/guardians of basic skills improvement plan (BSIP) pupils shall be scheduled as often as it is deemed necessary.

6. Non-public School Participation

A. Educationally deprived children residing in Oxford Township who are enrolled in private elementary and secondary schools will participate on an equitable basis in accordance with the requirements in Section 557 of Title 1.

B. Expenditures for services and activities for educationally deprived children participating in programs for non-public school pupils shall be equal to expenditures for children enrolled and participating in programs for public school programs.

C. Contact with the non-public schools servicing the district will be made at least annually as well as on an as-needed basis.

7. Evaluation

A. Pupil

1. Proficiency shall be evaluated through multi-skill assessment, standardized tests, diagnostic instruments, teacher observation, pupil progress reports and teacher rating scale.
2. Parents/guardians shall be kept informed of their children's progress through:
 - a. Individual phone contacts are made on an as-needed basis;
 - b. Quarterly progress reports are sent home to every parent/guardian of each pupil in our basic skills improvement program (BSIP) at the conclusion of each marking period.
 - c. Parent-teacher conferences are held once a year at which time, conferences for parents of selected children are scheduled.

B. Program

1. The chief school administrator shall evaluate the remedial education programs each school year and report to the board of education as to their effectiveness in achieving and maintaining acceptable levels of pupil proficiency.
2. The Oxford Testing Program will monitor pupil long term trends in the program as well as their achievement over the summer months.

C. Exiting Program

1. If a child is found, through the evaluation process, to no longer need basic skills improvement plan (BSIP) services, he/she will be dismissed from the program

BIRTHDAY PARTIES / INVITATIONS

Birthday invitations to home birthday parties should be prepared and given to classroom teachers for distribution. Birthday party invitations distributed in school need to be distributed as follows with no exceptions: the entire class, all boys or all girls.

OXFORD TOWNSHIP BOARD OF EDUCATION
Oxford, New Jersey 07863

STUDENT BIRTHDAYS – CLASSROOM CELEBRATIONS

Policies: 2210; 6115; 3542.1

It is the policy of the Oxford Township Board of Education to recommend that the Chief School Administrator prepare regulations that govern the practical application of school board policies. This **student regulation** is promulgated based on the following criteria:

1. The recommendations of an *ad hoc* committee of parents and school staff convened to discuss the current birthday celebration policies and regulations of the Oxford Central School.
2. The interruption of student classroom time by overzealous birthday celebrations.
3. The desire to celebrate an important milestone in each child's life without causing undue interruptions to their academic day.
4. The need to develop a regulation that would be easier to enforce and understand.
5. The need to address increasing numbers of students with food allergies.

Therefore, this regulation will govern the birthday celebrations held in the Oxford Central School from February 1, 2012, until such time as the regulation is modified or eliminated.

As of February, 1, 2012, there will be no more food or other treats brought in to the school to celebrate birthdays. The following will be in place:

Tier I:

- a. Birthday announcement made over the OCS public address.
- b. Special birthday card from the administration.
- c. Birthday pencil and birthday treat for the student

Tier II:

- a. b. and c. from Tier I
- d. Birthday treat for the entire class. **This will be provided by the OCS school cafeteria.**
There is a **\$10.00** charge for this part of the celebration.
This must be scheduled with the Main Office at least two days prior to the day you would like to celebrate the birthday. The proper order form must be submitted. The form is available on the OCS webpage from the “Birthday Celebrations” link.

Adopted: January 26, 2012

Revised: August 19, 2014

School birthday celebrations will not include parents and/or siblings.

CARE OF SCHOOL PROPERTY

The Board of Education provides textbooks, workbooks, library books, and a reasonable quantity of supplies to each student. Pupils are expected to exercise care in the handling of textbooks and other school materials. Chromebooks and textbooks must be covered all year long, and there is to be no writing in textbooks. Students losing or damaging books will have to pay for those books.* Pupils should also realize that the school building, grounds, and all other facilities provided for their education are paid for out of general tax funds. Malicious damage to school property is inexcusable and is subject to punishment and financial reparation for those responsible.

*Report cards will be withheld until students satisfy any financial obligations (library fines, lunch charges, damages, and the like).

CELL PHONE

Cell phones are not to be used during school hours and should only be used before or after school hours outside of the building. Any student found to be using a cell phone during school hours, in any manner, will have the phone confiscated and appropriate disciplinary action will result. The phone will be returned to the student at the end of the day and the parents will be notified. Students will not be permitted to use cell phones for music during lunch periods. Students should keep their cell phones in the lockers during the school day (Handbook revised September, 2016/ Policy 3515.1, Electronic Portable Communication Devices, 2013).

CHROMEBOOKS

Students in grades 5-8 will be issued Chromebooks. They must be handled with care. The student will be issued the same Chromebook each year. Chromebooks must have a case. The case must be previously approved. Parents must purchase the annual insurance policy for the Chromebook. Damage to the Chromebook not covered by insurance and not repairable here at school will be charged to the parent or guardian. Any repair costs will also include a shipping and handling charge assessed to the parents.

CURRICULUM/ STANDARDS

NEW JERSEY STUDENT LEARNING STANDARDS

NJ Student learning Standards (NJSLS)

Curriculum Areas

Language Arts Literacy – NJSLS-ELA
Mathematics – NJSLS-M
Science – NJSLS-S
Social Studies – NJSLS-SS
World Languages – NJSLS-WL
Comprehensive Health and Physical Education – NJSLS-H/PE
Technological Literacy – NJSLS-TL
Visual and Performing Arts – NJSLS-VPA
21ST Century Life & Career Skills – NJSLS-CLCS

Copies of the New Jersey Student Learning Standards are available through the school or on the N.J. D.O.E. website, <http://www.state.nj.us/education/cccs/> or the Oxford curriculum web address (you will be redirected to the host website: washingtontownshipschool.org/curriculum).

DANCES

1. Any student who is not in school on the day of a dance **may not** be permitted to attend.
2. Dances are for Oxford Central School students only. Grade levels participating will be announced prior to each dance.
3. Dances are held periodically by the student organizations and/or the P.T.A.
4. Dances will be publicized on the School website and via School Reach. Parents must pick up their children on time.
5. All dances must be chaperoned by an Oxford Central School staff member and may include parent chaperones.
6. The sponsoring organization is responsible for arranging for chaperones, in advance, for collecting admission money, for selling refreshments, and for cleanup.
7. All students must arrive at the dance on time and remain until the end. If any student is to arrive early or late, the advisor should be notified. Students who leave the building during the dance **will not** be allowed to return to the dance. Parents will be notified to come to pick them up.
8. A student will be sent home if rules are broken. In such cases, a parent will be notified to come pick them up. No student may leave before the predetermined end of the dance unless called for by the parent.
9. **Students who have been suspended or have had two or more discipline referrals during the period since the previous dance will not be permitted to attend.**

DISCIPLINE

School-Wide Problem Behavior Response Guideline & Definitions

Oxford Central School continues to embrace our C.O.R.R.E.C.T. Core Values for promoting socially appropriate behavior among students and creating a safe, effective learning environment. Our School-wide Positive Behavior Support model is outlined in this document.

Through implementing this universal guideline it has helped with managing behavior consistently throughout our school. There is delineation between problem behaviors that are “major” and those considered “minor,” and they are outlined below.

Minor behaviors (Level 1) usually involve minimal interference with the instructional process and/or school procedures, but can develop into more chronic interferences with the instructional process and/or school procedures if not addressed properly.

Major behaviors (Level 2) involve significant and/or chronic interference with instruction and/or school procedures and include unsafe/dangerous behaviors. The administrator determines the consequence, follows through on the consequence, and provides feedback to the teacher.

Level 1 Behaviors Definition: Behaviors that: 1. **do not** require administrator involvement and 2. **do not** significantly violate the rights of others and 3. **do not** appear chronic.

Level 1 Behaviors (Teacher-Managed)

Examples:

Dress Code Violations	Making inappropriate noises
Running in the building	Rough play
Cutting in line	Lying/Cheating
Loud voices in hall/classroom	Tardiness
Calling/talking out of turn	Inappropriate tone/attitude
Not prepared	
Getting in peer’s space	
Chewing gum	
Passing notes	
Possession and/or use of cell phone	
Minor teasing	
Using inappropriate language (an isolated incident)	Throwing objects
Refusing to follow directions	Not disposing of food properly
Refusing to do class work	Moving seat in lunchroom to exclude student
Not paying attention in class	Excluding from play @ recess
Talking in class without permission	Not using recess equipment correctly
	Unsafe play @ recess

Level 1 Consequences: Consequences for Level 1 behaviors may include but are not limited to: conference with student, verbal correction, think sheet, apology required, home/school plan, written contract, restitution required, loss of privileges, detention (lunch or after-school**)

**** When an after-school detention is assigned by the teacher, parents must be given advance notice so that arrangements can be made for student pick-up. If the parent cannot be reached via phone- do not keep the student after school. Student should be detained only after contacting parents.**

Level 2 Behaviors Definition: Behaviors that: 1. significantly violate the rights of others or 2. put others at risk or harm or 3. are chronic level 1 behaviors.

Level 2 Behaviors (Office Managed)

Examples:

Inappropriate images	Spitting or biting
Persistent Dress Code Violations	Leaving assigned area/running from class
Drawing pictures that illustrate violent behaviors toward others	Making racial, ethnic or sexual slurs
Writing or drawing which suggests suicidal behaviors	Possessing weapon or look-alike weapon
Making threats of suicide	Theft/Damage/Vandalism
Use of force	Truancy
Purposely hitting a staff member or student	Arson
Throwing objects @ others	Exploding devices
Self-inflicting wounds	Substance abuse
	Secret membership
	Misuse of computer network or computer

Level 2 Consequences: Consequences for Level 2 behaviors may include but are not limited to: detention, suspension, restitution, loss of privileges, removal from club/ activity/ team participation.

** Please note:

1. Cases determined to be “cyber-bullying” WILL be discussed with the police.
2. Any incidents deemed to be bias related are required to be reported to the police.
3. Any incidents of harassment, intimidation and bullying will be handled with appropriate consequences including detention and possible suspension. These incidents will be investigated by the Anti-Bullying Specialist in conjunction with the school administration and state statutes.

Definitions of Rule Violations/Major Behaviors

Abusive/ Inappropriate Language	Verbal messages that include profanity or using words in an inappropriate way in such a manner that the learning environment is significantly disrupted (<i>different from Harassment/Discrimination</i>).
Fighting	Two (or more) students mutually engaged in serious physical contact (punching, kicking, scratching, biting, spitting, hair pulling, hitting with object).
Physical Aggression	One student imposing serious (dangerous) physical contact upon another (hitting, punching, kicking, scratching, biting, spitting, hair pulling, hitting with object).
Insubordination	Complete refusal to follow staff directions in such a manner that the learning environment is significantly disrupted and/or the student places himself/herself or others in a dangerous situation.

Student Threat	Student delivers a message (verbalized, written, drawn or gestured) toward another that conveys an act of intended injury or harm.
Disruption	Behavior causing a sustained and significant interruption of a class or activity.
Harassment/Intimidation/Bullying/Discrimination	Repeated teasing, name calling, or other actions, as well as activities or statements intended to be offensive of one's gender identity, religion, race, heritage, color, and disability, including sexual harassment.
Property Damage (school)	Deliberately impairing the usefulness of school property. <i>(different from Vandalism).</i>
Property Damage (others)	Deliberately impairing the usefulness of another student's or staff member's personal property.
Vandalism	Participating in an activity that results in substantial destruction or disfigurement of property.
Theft	Possession of, having passed on, or the removing of someone else's property.
Other	Could include: possession (<i>tobacco, laser pointers, drugs, or weapons</i>)---arson--forgery--bomb threat--false alarms--extortion--computer use violation--leaving school property, inappropriate images.

DISMISSAL AT THE END OF THE DAY

If you are planning to change the after school plans for your child you must notify the teacher in writing. If this is not done due to an emergency, **please call the Main Office by 2:00pm** so that we can efficiently carry out a change in the after school plan. Non-bus riding students may not ride the bus. Please be aware that a request to ride the bus MAY NOT be granted and subscription busing costs may be implemented.

DISTRICT PROFESSIONAL DEVELOPMENT VISION STATEMENT

The professional development vision statement of the Oxford Township School District is to provide continuous staff development opportunities that strengthen and deepen the understanding of academic content and its application in real world settings as related to the NJ Common Core Standards. The professional development activities of the district will serve to increase a teacher's knowledge of subject matter, the special needs of the students, and the diversity of the learners of our district. The activities will strive to create learning environments that enhance student learning and develop educational practices that include new techniques, strategies, assessments, and technologies

DISTRICT WEBSITE

The district website contains information, teacher home pages, and links to other education related and community related web sites. The web address for the school website is www.oxfordcentral.org.

DRESS CODE

The school is first and foremost an academic institution. School attire should be neat, clean, appropriate, and in good taste. Parental supervision and guidance is especially important in this matter. A positive self-image is fostered through appropriate dress. Safety, health, weather conditions, and good taste should be considered when selecting school attire. Many items of clothing may be trendy or popular to wear when socializing, however, that does not mean they are appropriate for the school environment. The school retains the right to require certain clothing for specific field trips, after school activities, or class activities.

Acceptable attire includes:

1. Slacks or jeans or jeggings
2. No leggings or yoga pants. **UNLESS** they are worn with a top or skirt of appropriate length (no higher than 5 inches from the knee).
3. Tennis shirt or blouse or polo shirt -- **ALL** with sleeves, however, students may wear shirts with straps that are at least "three-fingers wide."
4. Shoes or Sneakers – no sandals of any type
5. Shorts or skirts (no higher than 5 inches from top of the knee)

Unacceptable attire includes:

1. Clothing, pins, stickers, banners with inappropriate or suggestive language. This includes any attire condoning/advertising alcohol, tobacco products, drugs, sex, gender-related terms or aggressive violence.
2. Half-shirts, see-through blouses, any type of shirt or blouse where a midriff is showing, tank tops and any blouse/shirt that reveals any part of an undergarment, **OR IS A LOW CUT SHIRT** and deemed inappropriate by the teacher and administration.
3. Jewelry or chains that are determined by school officials to be noisy, distracting, or potentially dangerous (including choker chains).
4. Dresses worn shorter than mid-thigh (no shorter than 4-5 inches from top of the knee).
5. Spaghetti-strap dress or shirt.
6. **Footwear: NO Flip-Flops, heels of shoes higher than three inches, or "roller sneakers." No Crocs or similar footwear. No sandals of any type. Sneakers should be laced.**
7. Pajama bottoms or lounge pants
8. Hats are not permitted to be worn in the building unless for a predetermined occasion.
9. Coats worn by students are to be placed in the classroom and/or lockers (when provided). They are not to be worn in school during the day. Exceptions will be made when it is necessary for students to wear coats for gym class.

Enforcement

1. Teachers should address violations of the dress code during homeroom. Teaching staff members **may** report violations of the dress code to the administration, designee or school nurse, if the student presents insubordination concerning the request.
2. Pupils who publicly represent the school or a school organization at an activity away from the school district are required to dress in full accordance with the reasonable expectations of the staff member in charge of the activity. Pupils unwilling to comply with this requirement will disqualify themselves from participation.
3. Pupils will not be permitted to attend a school-related function, such as a field trip or after-school activity unless they are attired and groomed in accordance with this dress code.
4. The CSA may waive any portion of the dress code on a day especially scheduled for pupils' free expression in dress and grooming.
5. An appeal may be made to the CSA whose decision will be final.

Students found to be dressed in an inappropriate manner will be provided with the opportunity to call home and have other clothing brought to school or to wear alternative clothing provided by the main office.

EARLY DISMISSAL FROM SCHOOL

In order for a child to leave school early, a written note from the parent asking for their child to be dismissed must be given to the homeroom teacher who will forward it to the office for approval by the Chief School Administrator. The note should contain the time and reason for the request. The parent must go to the Main Office of the school to sign out the student. Parents are not to go to the classroom. Dismissal due to sudden illness will be handled by the school nurse.

EDUCATIONAL GOALS

The Oxford Township School District is structured in such a way to provide the opportunity for closer cooperation among students, teachers, staff members, administration, parents and community members. The outcome of an education in Oxford will be to produce students who will become productive and contributing members of society. The educational goals of the district are to:

- a) assist students in acquiring knowledge and skills in Language Arts, Mathematics, Social Studies, the Sciences, Technology, and the Arts that will prepare them for productive citizenship in the 21st century;
- b) teach students to become good problem solvers and wise decision makers;
- c) help students appreciate that cultural and intellectual diversity contributes to the richness of our country's heritage;
- d) assist students in developing an understanding of their own potential so that they can pursue satisfying lives and careers;
- e) help students learn to apply ethical principles in their lives.

EMERGENCY CLOSING

In the event that school will be closed due to inclement weather or other reasons, you can listen to the following radio stations: WODE (FM 99.9), WLEV (FM 100.7), WRNJ (AM 1510), WCTO (FM CAT Country 96), WEST (AM 1400) and Channel 69 (cable television).

The school district will also utilize a broadcast calling and Text Message feature (School Messenger) to alert each household of a school closing or delayed opening.

In the event of the need for an emergency closing during the school day, an announcement will be heard via the local radio and television stations as soon as possible. **It is imperative that the school have up to date phone numbers and alternative child care contacts on file at all times.**

EMERGENCY FORMS

According to New Jersey State Department of Education Policy, no sick or injured pupil shall be allowed to go home without being accompanied by a responsible adult, designated by the parent. The school must have the name and telephone number of persons to call if a child becomes ill while in school. The emergency form must be completed and signed. The school is to be notified of any changes in telephone numbers, employment, persons to call, etc., as they occur. It is imperative that the school has up-to-date information.

ENRICHMENT PROGRAMS

Enrichment programs are offered in art and academic studies. Students are nominated by their teachers and parents and must meet specific criteria for participation in either of these programs. Any student enrolled in an enrichment activity is also responsible for completion of all assigned work in his/her regular classroom.

EQUAL EDUCATIONAL OPPORTUNITY

(Board Policy 5145.4)

The district shall provide equal and bias-free access for all pupils to all school facilities, courses, programs, activities and services and give them maximum opportunity to achieve their potential regardless of race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, liability of service in the armed Forces of the United States, nationality, place of residence within the district, social or economic condition or disability. Enforcement of other district affirmative action/equity policies (2224, 4111.1, 4211.1, and 6121) contribute to this legally required equity of educational opportunity.

Staff members shall maintain a professional relationship with pupils at all times and develop wholesome and constructive relationships with them. Staff members shall be expected to regard to each pupil the rights and respect that is his/her due.

Staff members shall promote a learning environment that encourages fulfillment of each pupil's potential in regard to his/her program, consistent with district goals and with optimal opportunities for pupils. This goal may be reached by adapting instruction to individual needs by:

- a) Insisting on reasonable standards of scholastic accomplishment for all pupils;
- b) Creating a positive atmosphere in and out of the classroom;
- c) Extending the same courtesy and respect that is expected of pupils;
- d) Treating all pupils with consistent fairness.

The Board of Education guarantees to all pupils equal access to all academic programs within the learning environment.

Pupils shall respect the rights of other pupils to receive an education in an environment conducive to learning and personal growth. No pupil shall have the right to abridge another pupils right to privacy or right to hold personal beliefs which are different from those of the mainstream.

Harassment

The districts affirmative action program is part of each academic program regarding all pupils. No one - including pupils, staff members, vendors, volunteers, or visitors - shall commit an act of harassment/discrimination of any kind against any member of the school community on any of the grounds prohibited by law.

Harassment is defined as a repeated pattern of unprovoked aggressive behavior of a physical and/or psychological nature carried out by an individual or a group with the effect of causing harm or hurt. Harassing behaviors are all those behaviors that are unwelcome, unwanted, and uncomfortable in the view of the recipient. They all have the effect of creating a hostile environment.

Harassment may be claimed by a third party; that is, one who is not directly involved in the behavior yet may experience a hostile environment. They shall have the same legal rights to act under this policy as those directly victimized.

Sexual Harassment

Particularly, the Board of Education shall maintain an academic environment that is free from sexual harassment.

Sexual harassment shall consist of unwanted and unwelcome sexual advances, requests for sexual favors, and any other inappropriate conduct or communication of a sexual nature which is made by any staff member to a pupil, by any pupil to another pupil, or by any pupil to a staff member when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a pupil's evaluation, promotion, opportunities, privileges, and other benefits of education;
2. Submission to or rejection of such conduct by a pupil is used as a basis for decisions affecting the pupil;
3. Such conduct has the purpose or the effect of interfering with a pupil's academic performance or creating an intimidating or hostile educational environment.

The administration will inform all pupils that sexual harassment is prohibited in the education setting. Specifically, no person employed by the district or by a vendor, or acting in a voluntary capacity, shall threaten or insinuate, either directly or indirectly, that a pupil's refusal to submit to sexual advances will adversely affect the pupil's standing in the school setting. Pupils are forbidden to harass other pupils or staff members or vendors or volunteers through conduct or communications of a sexual nature within the school setting.

Any member of the student body may file a formal grievance related to sexual harassment. The Affirmative Action Officer will receive all complaints and initiate a thorough investigation and will protect the rights of both the pupil making the complaint and the alleged harasser. Filing a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status nor affect future grades or class assignments.

Findings of discrimination in the form of sexual harassment will result in appropriate disciplinary action.

Procedures shall be made available for pupils and/or parents/guardians who wish to file a grievance protesting alleged discriminatory or sexually (or other) harassing action. An immediate report of the allegation should be made to the Affirmative Action Officer or the Chief School Administrator.

Violations of this policy or its related procedures shall be cause for disciplinary action.

Implementation

The Chief School Administrator shall ensure that, annually, all staff and all pupils (in means and terms that are age-appropriate) be thoroughly informed of this policy, their right to file grievances under this policy and the law, and procedures relative to filing. Further, all staff and pupils shall be informed of the identity of the district's Affirmative Action Officer and how he/she may be contacted.

The Chief School Administrator shall also ensure that staff and pupils participate in educational programs relating to this policy and the maintenance of an educational environment.

EXTRACURRICULAR ACTIVITIES

Each year, the school district will offer extracurricular activities for the students. Student participation will be based upon:

1. Passing grades in all subject areas including conduct. Passing grades are defined as: A, B, C, D.
2. Any student suspended from school (in-school or out-of-school) will not be permitted to participate in extracurricular activities until the start of the first day following disciplinary action.
3. Any student absent from school will not be permitted to participate in extracurricular activities until the start of the first school day following the absence.
4. Participation will be determined only through action taken by the Chief School Administrator. The Chief School Administrator will consult with the supervising staff members before making a decision.
5. **Student's whose attendance falls below 80% for extracurricular activity or practice may be deemed ineligible.**
6. All clubs, activities and teams will abide by the OCS Code of Conduct.

FIELD TRIPS

Entitlement

All grade levels are typically scheduled to a minimum of one field trip during the course of the school year. These field trips are to be curriculum related and, as such, must be related to an academic area or a district goal.

School sponsored groups and clubs, both curricular and extracurricular, may also petition for a field trip unique to their interests or stated goals. Grade level homeroom teachers may also petition for a field trip beyond the recommended trip,

which is unique to that group's interests or stated goals.

The Chief School Administrator will provide a form that requests all pertinent information necessary in order to make an informed decision.

Chaperones

Chaperones will be chosen first from the staff and the list of homeroom parents that have been a part of the class activities throughout the course of the school year. In the event that the homeroom parents are not available, other parents, teachers or responsible adults may be asked to chaperone.

A ratio of one adult for each eight children is generally acceptable at all grade levels. Certain trips or circumstances may require a smaller number of pupils to one adult. This may be more necessary or desirable at the primary grade levels. A deviation of the 1:8 ratio will be jointly discussed between the teacher and the Chief School Administrator.

Chaperone responsibilities on class trips are to assist the teacher in the general supervision of the class. This may include responsibility to an assigned sub-group of the class during the course of the day. Parents and/or chaperones may not bring other children on class field trips.

Chaperones will not be expected to pay transportation costs or admission fees to events which are directly related to their responsibilities as chaperone.

The filling of extra seats on the school sponsored bus, or the selling of extra tickets to events is strongly discouraged. All adults on school sponsored field trips are to assist in the supervision of the children. The school field trip manual will be used as the basis for the operation of the field trip.

Fees

Conditions may require an assessment for each child to cover the costs of transportation and/or admission on certain field trips.

FIRE DRILL EXPECTATIONS

1. At the sound of the fire bell, students will go out their assigned exit with their teacher.
2. This will be done in a quiet, orderly manner. NO TALKING AND NO RUNNING.
3. Students who are in the halls, bathrooms, etc., when the fire bell sounds should leave the building by the nearest exit and report to the nearest teacher.

GRADING PROCEDURES

Grading Symbols

A. Kindergarten

- 3 = Met the standard
- 2 = Progressing toward the standard
- 1 = Limited progress toward the standard
- S= Satisfactory progress
- NA = Not applicable this marking period

B. Grades One and Two

3 = Met the standard
2 = Progressing toward the standard
1 = Limited progress toward the standard
S= Satisfactory progress
NA = Not applicable this marking period

C. Grades Three and Four

A = (90-100)
B = (80-89)
C = (70-79)
D = (65-69)
P= Pass F=Fail
S = Satisfactory
IS = Improvement Shown
NA=Not Applicable

Grades Five through Eight

A+ 97 - 100
A 93 - 96
A- 90 - 92
B+ 87 - 89
B 83 - 86
B- 80 - 82
C+ 77 - 79
C 73 - 76
C- 70 - 72
D+ 67 - 69
D 65 - 66
F Below 65

D. High Honor Roll: Grades 3-4: A student must receive an average of 94 or above in ALL classes in order to be eligible for the High Honor Roll. Students MAY NOT receive a grade lower than an 90 in ANY class and a student must receive “S” or higher in conduct.

E. Honor Roll: Grades 3-4: A student must receive an average between 83 and 93 in ALL classes in order to be eligible for the Honor Roll. Students may not receive a grade lower than an 80 in ANY class and a student must receive “S” or higher in conduct.

F. High Honor Roll: Grades 5-8: A student must an A- or above in ALL classes in order to be eligible for the High Honor Roll. Students MAY NOT receive a grade lower than an 90 in ANY class and a student must receive “S” or higher in conduct.

G. Honor Roll: Grades 5-8: A student must receive A’s and B’s in ALL classes in order to be eligible for the Honor Roll. Students may not receive a grade lower than an 80 in ANY class and a student must receive “S” or higher in conduct.

H. Mid-Marking Period Progress Reports

All students will receive a brief progress report in the middle of each reporting period. The purpose of this report is to alert parents to any difficulties their child may be having in a particular subject area so that they may take steps to provide additional support to the student. We ask that these be signed and the signature portion returned to the school. Parents are encouraged to discuss these reports with their children and appropriate teachers.

GRADE REPORTS FOR STUDENTS IN GRADES 5-8 SHOULD BE MONITORED BY PARENTS UTILIZING THE GENESIS PARENT PORTAL.

GRIEVANCE PROCEDURE

Students who have a school-related problem may wish to solve it by talking with the school counselor, or the principal (through the school secretary) before or after school. If the student does not have time before or after school, he/she may write their problem on a piece of paper, sign it, and leave it with the school secretary. An appointment will be made to discuss the concern or complaint.

A classroom teacher or peer mediators may also discuss specific issues with the student.

GYM UNIFORMS

Students in grades 6-8 will be expected to change for Physical Education into the approved gym uniform. Street clothes should be locked in the locker room during Physical Education class. **Students must provide their own lock for the Physical Education locker.** A gym uniform order form is found on the school website.

HEAD LICE

(Pediculosis Treatment)

Lice are insects that need to feed off the human body to survive. Head lice affect between 8 and 10 million American school children every year. They are about as big as sesame seeds and live on the human scalp.

Lice cannot fly or jump from one person to another, they can only crawl. Lice are generally passed from child to child on shared combs or hats or other clothing. The most common symptom is itching.

When lice are detected in school, the child will be excluded from school until the condition has been treated. All students identified as having lice by the school or parents, must be rechecked by the school nurse prior to re-entering school

Treatment involves use of over the counter and/or prescription pediculicides. Re-occurrence is due to either improper application or re-infestation.

Washable items should be machine washed and dried at hot temperatures. Non-washable items can be dry cleaned or placed in a sealed plastic bag for several weeks. Personal items can be soaked in hot water (over 130 degrees) for 5 - 10 minutes. Carpets and upholstery can be sprayed with an over the counter pediculicide.

Pediculosis is a stubborn problem to deal with. Knowledge, persistence, and patience are necessary to get rid of the infestation.

HEALTH AND WELLNESS

Health services to the pupils in the Oxford Township School District will be provided by a certified school nurse and/or school doctor. For full information, parents should consult Board policies: 3542.1.

1. The following are the basic health services provided:
 - A. Height, weight and blood pressure screenings are conducted on all students grade PS-8.
 - B. Hearing screening is conducted for students in kindergarten through 3rd grade and in 7th grade.
 - C. Screening for visual acuity is conducted in grades kindergarten, 2, 4, 6, and 8.
 - D. Scoliosis screening is conducted in grades 5 and 7.
 - E. Immunization records are reviewed and recorded for students grade PS-8.
 - F. Medical Records are compiled and maintained for students grade PS through 8.
 - G. A plan for the efficient management of diabetes & allergen related conditions.

If you have any issues or concerns, please contact the school nurse to discuss these.

2. Physical examinations are to be completed at the medical home of the student (NJAC 6A:16-2.2(f) et seq). In the event that the school physician is needed to complete an examination, the school physician shall administer physical examinations to the pupils and to school employees as follows:
 - A. All examinations shall be individual and in the presence of the school nurse. Parents may be present.
 - B. The examination shall consist of the following items:

1. Body build in relation to height and weight, muscular development, bone structure, and gait;
 2. Hair, scalp, skin on face and neck;
 3. Cervical glands and thyroid;
 4. Eyes, eyelids, conjunctive, cornea, sclera, iris, pupil, pupil reflexes, muscular movement of eyes (except visual acuity), color blindness;
 5. Ears (except hearing acuity);
 6. Nose, a nasal speculum should be used;
 7. Lips, tongue, frenum, floor of mouth, roof of mouth, soft palate, tonsils and adjoining tissues and posterior pharynx;
 8. Hearts and lungs, a stethoscope should be used and other means, if indicated;
 9. Upper extremities;
 10. A blood pressure examination at the discretion of the school physician;
 11. Abdominal examination at the discretion of the school physician;
 12. Hernia examination for boys;
 13. Lower extremities with special reference to knee joints and feet; and,
 14. Handedness.
- C. A physical examination is required for any student that is new to the school system, all students entering PS and kindergarten for the first time and any student participating in school sponsored sports, i.e. archery, floor hockey.

See **ADDENDUM A**

HOME SCHOOLING AND DISTRICT POLICY

The board acknowledges the right of parents/guardians to educate their children at home. At the board's request, parents/guardians who choose this option shall submit adequate evidence that they are providing a curriculum that is equivalent to that provided by this district. In accordance with N.J.S.A. 18A:38-25, parents are encouraged to notify the Chief School Administrator that they are educating their child(ren) at home. (Parents are NOT required by law to submit a letter of intent). Home schooled students are eligible for extracurricular activities held at the school, i.e. field trips, dances, clubs. See Policy 6172 Alternative Education.

HOMEWORK

The Board of Education believes that homework relevant to material presented in class provides an opportunity to broaden, deepen and reinforce the pupil's knowledge. Teachers will use discretion in deciding the number and length of assignments. The Board of Education encourages the use of interrelated major assignments to reach across the curriculum. Examples of such homework include art projects, research papers, and independent projects. Homework shall not be used for punitive reasons. Homework will be assessed in a timely manner by the instructor.

Pupils absent for any reason must make up assignments, class work and tests within a reasonable length of time. In most cases, a reasonable length of time shall be the same number of school days as the days missed.

LOCKERS

The district provides lockers for students in fifth, sixth, seventh, and eighth grades for the storage of their coats, all personal items, textbooks, and other materials. Students will be notified as to when it will be permitted for them to access their locker. These times are the only ones permitted. Only district purchased locks may be used (unless prior approval is obtained by the principal or designee). Students are responsible for any damage or loss.

With the use of these lockers, comes responsibility. Students are expected to use the lockers for their intended use only. They are expected to keep them neat and clean. Lockers are to be cleaned weekly, and are subject to random inspection by the administration. Students who violate these rules will lose locker privileges for a period of not less than one week.

Students should not put stickers or other items on the inside or the outside of the locker. Anything on the interior must be removed at the end of the school year.

Students found tampering with lockers could lose their locker privileges.

LOST AND FOUND

Students are asked to please return any item found to the office. Honesty and concern for other student=s property is of great importance. Students should check the lost and found box in the hallway by the main office.

LUNCH AND LUNCHROOM PROCEDURES

1. Lunch is scheduled for 30 minutes including early dismissal days (1:00 p.m. closing).
2. **Due to a change in Federal Law the 2017-2018 lunch price will be \$2.85.**
Pre-paid lunch tickets can be purchased.
3. Lunches are ordered during homeroom period. Money for lunch tickets will also be collected at this time. Please be reminded that tickets can be paid for by cash and/or check (made out to Oxford Central School).
4. Any student without lunch money will be provided lunch. The lunch for anyone who does not have money will be a cheese sandwich, fruit, and milk. They will not be able to order from the menu nor will they be able to purchase snacks.
5. Rules: See OCS Strives to be C.O.R.R.E.C.T. – Cafeteria

MEDICATION TO STUDENTS

New Jersey State Law requires a written statement from the physician for any medication-either prescription or over the counter to be dispensed to a student during school hours. This includes oral, inhaled, or injectable medications.

These medication orders are only effective for the current school year and are not carried into the next school year. All medications must be transported to and from school by a responsible adult and are secured in the health office. Medications must be in the original prescription container labeled by the pharmacy or in the original over the counter container.

Students with asthma and/or other potentially life threatening illnesses may be permitted to carry and self administer inhaled or injectable medication for the treatment/prevention of these illnesses. This shall be the case only if the physician deems the student responsible and has properly educated him/her in the administration of the medication. All inhalers, whether it is a sample obtained from your physician or a pharmacy generated one, require a written prescription from your doctor. If your physician has determined that your child is capable to carry and self administer this inhaler, he/she must report inhaler usage to the nurse.

****PLEASE NOTE****

The required form for medication at school can be found on the school's home page or the nurse's page under Physician Authorization for Medication in School. Please have your child's doctor complete all areas of this form and then sign and stamp it. Then please read the Parent Authorization and sign your part of the form.

Also, with regard to **over the counter Tylenol and Ibuprophen for the 2015-2016 school year**. Dr. John Fritz (OCS School Physician) will be authorizing the order for these to be administered to students during the school day. A form regarding this will be sent home in September for parental review and completion. If you choose to take advantage of this, you must complete and return the entire form to the nurse.

PHYSICAL EDUCATION EXCUSES

1. A parent may request, in writing, that their son or daughter be excused from gym for a medical problem. To be excused beyond the first day, a note from the family physician is required.
2. All written requests for gym excuses must be taken to the school nurse before school or during homeroom period.

PICTURES

Student pictures are taken at the beginning of the school year. Parents can expect delivery in December. Payment is required upon ordering. For 2017-2018 fall school pictures will be taken by Lifetouch. Spring pictures may be offered.

PLAY AREAS

1. Play areas in and around school are for the use and enjoyment of everyone.
2. It is the students= responsibility to take care of all the equipment in use on the playground.
3. Act in such a way that the time spent on the playground is safe and enjoyable.
4. Rules:
 - A. No skateboards or roller blades. All bicycles are to be properly parked upon arrival.
 - B. All equipment must be used properly. Frisbees and hard balls should not be used in the play areas.
 - C. Travel within the play area will be done without running.
 - D. Pushing or shoving is not permitted.
 - E. BE CAREFUL AT ALL TIMES!
5. Use of play areas after school is unsupervised; parents are responsible for their child's safety.

PROMOTION / RETENTION/SUMMER SCHOOL PROCEDURES

Conditions for Promotion / Retention:

1. Standards of Attendance:
A student who is absent in excess of 10% of the total school days in one academic year without having qualified for home instruction or without having presented supportive documentation (doctor's excuse, administrative approval, etc.) for absences may be considered for retention.
2. Standards for Academic Achievement:
Kindergarten - Acceptable performance levels will be directly related to the achievement of the objectives listed in the school-approved curriculum. When applicable, standardized test results will also be reviewed to provide supportive data for promotion/retention decisions.

Students may also be recommended for summer school by subject area teachers.

Grades 1 and 2- A student who demonstrates:

- A. One full year below grade level achievement in either language arts or math will be considered a candidate for retention.

- B. Two full years or more below grade level achievement in either language arts or math will be given serious consideration as a candidate for retention.
- C. Two full years or more below grade level in language arts and math will be recommended for retention by the administration upon completion of all procedures as outlined in Section C of School Board Regulation #5123R; Provisions for helping pupils achieve acceptable levels of performance...
- D. Students may also be recommended for summer school by homeroom teachers.
- E. Parents will be charged for the cost of summer school classes due to failure.

Grades 3 through 8 - In addition to the above:

- A. Failure for the year in any of the following: language arts, math, science, and social studies will necessitate successful completion of an approved summer school program.
- B. Failure in language arts and either math, science or social studies will result in retention.
- C. Failure in math, science, and social studies inclusive will result in retention.
- D. Students may also be recommended for summer school by subject area teachers.

PURSES

No student should be in class with a purse – purses should remain home or be kept in the locker.

RIGHT TO KNOW

The New Jersey "Worker and Community Right to Know Act" (N.J.S.A. 34:5A-1 et seq.), effective August 28, 1984, establishes a comprehensive system for the disclosure and dissemination of information about hazardous substances in the work place and the environment. Employers with a Standard Industrial Classification (SIC) code with major group numbers 20-39, 46-49, 51, 75, 80, 82, and 84, and all state and local governments are covered by the Act.

Pursuant to the Act, the Department of Health has adopted a Work Place Hazardous Substance List (N.J.A.C. 8:59-9) which includes 2051 substances that pose a threat to the health and safety of employees. The Act also requires the State Department of Health to develop a Work Place Survey. Employers are required to report on this survey the substances on the Work Place Hazardous Substance List that are present at its facility.

We have completed a thorough inspection of our grounds and school and report to you that no hazardous substances are present on school property.

SCHOOL COUNSELOR

Students who are experiencing a personal problem may wish to speak to the school counselor before or after school, or by appointment.

SCHOOL GROUNDS CURFEW

1. No one is allowed on school ground between dusk and dawn. Security cameras will record 24 hours a day.
2. Any organization wishing to use school grounds when school is not in session must have an approved Use of School Facilities form with them at all times.
3. Any person not participating in a supervised activity who is found on school grounds during school hours or between dusk and dawn will be prosecuted for unlawful trespassing and responsible for any damages.

SCHOOL INSURANCE

The Board of Education does not provide individual insurance coverage for students. Parents who wish, may purchase insurance through the school. **The school website also includes a link to the NJ Family Care website. This link is www.njfamilycare.org.**

Any child injured in an accident while at school should report this to the teacher-in-charge so that the school nurse can be notified. It is recommended that parents should consider purchasing additional insurance if their child is participating in any extracurricular activities.

SCHOOL SECURITY

The Oxford Central School utilizes 24-Hour security cameras to monitor the exterior of the building and most common areas of the interior of the school. Visitors may be required to show identification.

STUDENT PROPERTY – LOST, STOLEN DAMAGED

The district does not provide insurance to pay for or replace student property that is lost, stolen or damaged at school. All items, including electronics, bicycles and skateboards are brought to school at the owner's risk! Lockers are safe places to store items (IF THE LOCK REMAINS LOCKED AT ALL TIMES). If the lock combination is shared with others or the lock is not kept securely locked, the locker is no longer a safe place to store items. The school will assist students, to the extent that is practical under the circumstances, to recover lost or stolen property.

TELEPHONE

Students may not use the telephone except in the case of an emergency. Arrangements for pick-up times between parents or authorized persons and students should be made before school. Students may not call at the last minute to be picked up for after school activities.

TRANSFER OF STUDENTS

If you are planning to move during the course of the school year, the main office of the school is to be notified in order to transfer your child's school records.

TRANSPORTATION

The Oxford Township School District provides transportation to students who live in excess of two miles from the school as per state code. Students qualifying for transportation are assigned to a particular bus route and stop. Due to safety reasons and space availability, only those students assigned are permitted to ride district buses. There can be no transfer between buses unless authorized by the Chief School Administrator.

THERE IS NO EATING OR DRINKING OF ANY FOOD ON THE BUS! STUDENTS MIGHT BE EXCLUDED FROM RIDING THE BUS IF THEY ARE FOUND TO BE IN VIOLATION OF THIS RULE.

VISITORS AND SCHOOL SECURITY

Any person wishing to visit our school must first obtain permission from the main office. Student visitors are not permitted to accompany friends to class. If a visit is authorized, individuals MUST first check in at the front office, sign in the visitor's book, and pick up a visitors pass upon entering the building.

Any person wishing to visit the school is to use the front door of the school building only.

ALL VISITORS TO THE SCHOOL ARE TO REPORT TO THE MAIN OFFICE

NO (PARENT, VISITOR, VENDOR, ETC.) IS PERMITTED TO GO TO THE CLASSROOMS WITHOUT PERMISSION FROM THE MAIN OFFICE BEFORE SCHOOL, DURING SCHOOL OR AFTER SCHOOL

The Oxford Central School utilizes 24-Hour security cameras to monitor the exterior of the building and most common areas of the interior of the school.

YEARBOOK

A yearbook, with all of the children's class pictures and activities, is published each school year. Yearbooks are available for purchase at a reasonable cost and are typically distributed in June.

ADDENDUM A

When Is Your Child Too Sick To Be In School?

The following guidelines are provided to both assist you in determining when to keep your child home and explain reasons for exclusion from school:

Fever—any child with a fever of 100 degrees or higher will be excluded from school. Your child may return when the fever has been gone for 24 hours without the use of Tylenol or Ibuprophen.

Vomiting—Child may be complaining of nausea and/or abdominal cramps. He/she may have a fever and be unable to retain food/fluids. Exclusion from school will last until after 24 hours free from vomiting and without fever.

Diarrhea—Child will exhibit multiple episodes of loose stools; may also have fever and abdominal cramps. Exclusion from school will last until after 24 hours free from diarrhea and without fever.

Common Cold—this often varies in severity from child to child. Exclusion will occur if present with fever of 100 degrees or higher. Return in this case occurs after 24 hours fever free. Exclusion may occur if your child exhibits excessive coughing, sneezing or nasal discharge. May also be excluded if nasal discharge is not clear.

Pinkeye (conjunctivitis)—your child may have redness of the white part of the eye or of the mucus membrane under the eyelids. Crusting of eyelids is usually present when waking from sleep. May have watery or pus-like discharge from eyes; also burning and excessive itching and rubbing of eye. Excluded until 24 hours of prescribed treatment have been completed.

Sore Throat/Strep Throat—a sore throat with fever needs to be evaluated by your child's physician. Strep Throat can be very contagious. Your child may exhibit red, enlarged tonsils with or without pus-like drainage present on them. He/she may also have headache, nausea, vomiting and fever. Evaluation by physician needed; return to school after 24 hours of treatment and fever free.

Rash—Rashes are often difficult to diagnose and many may be contagious. Please discuss any unexplained rashes with your physician. Exclusion may occur based on nursing judgment.

OXFORD CENTRAL SCHOOL

**2017-2018 PARENT/STUDENT HANDBOOK
Acknowledgement Form**

I confirm that my child and I have read and reviewed the Oxford Central School 2017-2018 Parent/Student Handbook. I further acknowledge that we understand and agree to abide by the policies and procedures described in this publication. I further acknowledge that we understand both student and parent rights and responsibilities as outlined in the handbook. **Failure to send this in to your child's homeroom teacher will result in withheld mid-marking period and/or report card reports.**

Student Name (print): _____ Grade: _____

Student Signature: _____ Date: _____

Student Name (print): _____ Grade: _____

Student Signature: _____ Date: _____

Student Name (print): _____ Grade: _____

Student Signature: _____ Date: _____

Student Name (print): _____ Grade: _____

Student Signature: _____ Date: _____

Student Name (print): _____ Grade: _____

Student Signature: _____ Date: _____

Parent Name (print): _____ \

Parent Signature: _____

Date: _____

PLEASE SIGN AND RETURN BY SEPTEMBER 15, 2017 TO YOUR CHILD'S HOMEROOM TEACHER

The 2017-2018 Handbook is available on our website: www.oxfordcentral.org