

# PARENT/STUDENT HANDBOOK



2011-2012



## OXFORD CENTRAL SCHOOL

*OXFORD CENTRAL SCHOOL  
17 Kent Street  
Oxford, N.J. 07863*

*Oxford Central School Students are C.O.R.R.E.C.T.*

*Mr. Robert J. Magnuson  
Chief School Administrator*

*Ms. Patricia Martucci  
Business Administrator*

*Miss Milissa Dachisen  
Director of Special Services*

September, 2011

Dear Parents and Guardians,

**SWPBSS!**

During the 2010-2011 school year we implemented a School-Wide Positive Behavior Support System. Our SWPBSS is a prevention model based on a proactive approach to discipline. It is also based on the principle that all students can benefit from well-implemented, evidence based practices for improving student behavior. This system provides informed decision-making, based upon data analysis that guides the process of assessing student needs and providing additional levels of behavioral support to students in need. We know that when good behavior and good teaching come together, our students will excel in their learning. This was evidenced by our students' solid scores on the district's K-2 end year assessments as well as the statewide assessments in grades 3-8. Our data also revealed a 5% decrease in the number of incidents involving bullying, harassment and intimidation.

A significant part of this system is recognizing students who do the right thing. One thing we do is hand out a "Caught Being C.O.R.R.E.C.T." ticket to students who are following the rules (see the "OCS Strives to be C.O.R.R.E.C.T." matrix). Once the homeroom reaches a predetermined number of tickets the students earn a popcorn party! If they double the goal then they earn an ice cream party! Once all homerooms have earned a popcorn party the students will earn a school-wide reward suggested by them and approved by the administration. Once again the front bulletin board across from the main office will serve as a visual for each homeroom and a number of tickets they have earned.

Please help us get our students off to a positive start by taking the time to review this handbook with them and return the Acknowledgement Form to your homeroom teacher by September 13, 2011. Students who do not return the form will have mid-quarter report and/or report card withheld.

As always we appreciate your input and your involvement. Please contact us at school if you have any questions or need further information. Thank you for your continued support!

Sincerely,

Robert Magnuson

Milissa Dachisen

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



Aftercare Director	Mrs. Ellen Doyle	
Assistant to Business Administrator	Mrs. Carol Halloran	
Assistant School Secretary	Mrs. Diana Ramkelawan	
Art	Mrs. Leslie Nemeth	
Basic Skills	Mrs. Leslie Nemeth	
Cafeteria Staff	Maschio's Food Service	
Child Study Team		
Director of Special Services	Miss Milissa Dachisen	
CST/Vice Principal Secretary	Mrs. Helen Diaz	
LDTC	Mrs. Laurie Pillus	
School Counselor	Mr. Michael Kenney	
School Psychologist	Mrs. Marlene Saraiva	
Speech	Mrs. Jolyn Gifford	
Classroom Aides	Mrs. Ellen Doyle	
	Mrs. Kate Henry	
	Ms. Meghan Lynch	
	Mrs. Manju Mathew	
	Mrs. Tracy Marmorato (WHHS)	
	Mrs. Patricia Mound (WHHS)	
	Mrs. Sarah Payne	
	Mrs. Eileen Ruskan	
	Mrs. Renee Sturm	
	Mrs. Deborah Tietz (WHHS)	
	Mrs. Michelle Trainello	
	Mr. Tyler Voll (WHHS)	
Family Life / Physical Education	Mrs. Renee Hart	
Family Life /Physical Education	Mr. Robert Causton	
GATE Coordinator	Mrs. Leslie Nemeth	
Maintenance / Custodial	Mrs. Caroline Tate	
	Mr. Frank Gonzalez	
	Mrs. Judy Ross	
Music	Mrs. Shirley Firling	
Nurse	Mrs. Barbara Svercauski	
Spanish	Mrs. Carmen Padilla	
Special Education	Mrs. Patricia Carr	Mrs. Kim Newell
	Mrs. Kathy Dechert	Mrs. Shannon Pettinelli
	Mrs. Stacy Drechsel	Mrs. Maria Sakos
School Secretary /CSA Secretary	Mrs. Linda Miller	



The Oxford Township School District views as its mission the development of every student in a challenging, yet caring educational environment where the foundation for a lifetime of learning is laid by a competent and dedicated staff working as partners with parents and the community at large in order to produce students who will be able to make positive contributions to their community throughout the 21st century.

### **PHILOSOPHY OF EDUCATION**

The Oxford Township School District is dedicated to providing knowledge as outlined by the National Common Core Standards and the 21<sup>st</sup> Century Life and Career Skills to serve as the minimum level of achievement for its students. Acting as facilitators, Oxford staff will guide their students through an ever-changing educational environment, allowing them to expand their knowledge. Investigation, evaluation, compilation, reflection and problem-solving will replace passive learning. True learning occurs when classroom knowledge is linked to real-world experience. With the support of staff, parents, and the community, students will become empowered to push their learning to greater heights than they have ever imagined.

### **EDUCATIONAL GOALS**

The Oxford Township School District is structured in such a way so as 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.

### **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 as outlined in the goals of the NCLB Act.

## **DISTRICT GOALS**

The district has established the following goals for the 2011-2012 school year:

### **Objective 1 – Character Education**

The district Character Education PLC will continue to develop activities, lessons and positive behavior support systems that will enable us to further our goals of decreasing the incidents of bullying, harassment and intimidation in our school by another five (5) percent. The results will be monitored during the year and will be collated by June 1, 2012.

### **Objective 2 – Math**

The district PLC in conjunction with the entire staff will implement the goal of increasing the understanding of key mathematical operations (numerical operations, geometry and measurement, patterns and algebra, data analysis, and problem-solving) as measured by our mathematics assessment scores in grades 4, 5, and 6. We will work to see the scores in these three grades increase by seven (7) percent. These results will be finalized with the verification of scores from the state.

### **2010-2011 Goal Report**

#### **Objective 1 – Character Education**

The district Character Education PLC will continue to develop activities, lessons and positive behavior support systems that will enable us to further our goals of decreasing the incidents of bullying, harassment and intimidation in our school by another ten (10) percent. The results will be monitored during the year and will be collated by June 1, 2011.

**Result**            The district saw a 15% reduction in office referrals due to harassment, intimidation and bullying.

#### **Objective 2 – Writing**

The district LPDC in conjunction with the entire staff will implement the goal of increasing the understanding of the written word as measured by our language arts assessment scores in grades 4, 5, and 6. We will work to see the scores in these three grades increase by ten (10) percent. These results will be finalized with the verification of scores from the state.

**Result**            Student Language Art scores in Grades 3-6 remained at the 2010 level. There was no increase.

## 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 school at (908) 453-4101.

## 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 five (5) 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 remediations.

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 will 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 student's 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 Walkman-type device, MP3 players, tape recorders, cassette players, 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. The administration may allow 8<sup>th</sup> grade students the privilege of listening to music during lunch. Students will be notified.

## 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 our parent/guardian letter.

Through implementing this universal guideline it has helped with managing behavior consistently throughout our school. There is a delineation between problem behaviors that are “major” and those considered “minor” which is 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  
 Running in the building  
 Cutting in line  
 Loud voices in hall/classroom  
 Calling/talking out of turn  
 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)  
 Refusing to follow directions  
 Refusing to do class work  
 Not paying attention in class  
 Talking in class without permission  
 Making inappropriate noises  
 Rough play  
 Lying/Cheating  
 Tardiness  
 Inappropriate tone/attitude

Throwing objects  
Not disposing of food properly  
Moving seat in lunchroom to exclude student  
Excluding from play @ recess  
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)**

List of major behaviors/definitions(see page 11)

#### **Examples:**

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

Misuse of computer network or computer

9

**Level 2 Consequences:** Consequences for Level 2 behaviors may include but are not limited to:

detention, suspension, restitution, loss of privileges

\*\* 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.**

### Definitions of Rule Violations/Major Behaviors

<b>Abusive/ Inappropriate Language</b>	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> ).
<b>Fighting</b>	Two (or more) students mutually engaged in serious physical contact (punching, kicking, scratching, biting, spitting, hair pulling, hitting with object).
<b>Physical Aggression</b>	One student imposing serious (dangerous) physical contact upon another (hitting, punching, kicking, scratching, biting, spitting, hair pulling, hitting with object).
<b>Insubordination</b>	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.
<b>Student Threat</b>	Student delivers a message (verbalized, written, drawn or gestured) toward another that conveys an act of intended injury or harm.
<b>Disruption</b>	Behavior causing a sustained and significant interruption of a class or activity.
<b>Harassment/Intimidation/Bullying/ Discrimination</b>	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.
<b>Property Damage (school)</b>	Deliberately impairing the usefulness of school property. ( <i>different from Vandalism</i> ).
<b>Property Damage (others)</b>	Deliberately impairing the usefulness of another student's or staff member's personal property.

<b>Vandalism</b>	Participating in an activity that results in substantial destruction or disfigurement of property.
<b>Theft</b>	Possession of, having passed on, or the removing of someone else's property.
<b>Other</b>	Could include: possession ( <i>tobacco, laser pointers, drugs, or weapons</i> )---arson--forgery--bomb threat--false alarms--extortion--computer use violation--leaving school property.

**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.

Birthday treats - If you would like to have your child celebrate his/her birthday in school by having a small treat for their classmates, please remember to follow procedures as outlined in Celebration/Snack letter (Addendum A). School Nurse must be notified in writing. The treat needs to be dropped off in the main office in the morning. Parents are reminded that all treats should be easily distributed, such as a cupcake or cookie. Teachers will not be permitted to cut up “sheet cakes”.

We do not have the refrigerated space required to store frozen treats. Finally, please do not send in “birthday-bag treats” for your child’s classmates; it is gracious of a parent to do that, but we must remember all families do not have the resources to provide each child with such a gift.

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

Please see **ADDENDUM A**.

**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. 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.

### Dress Code

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.

Acceptable attire includes:

1. Slacks or jeans
2. Tennis shirt or blouse or polo shirt with sleeves
3. Shoes or Sneakers
4. Shorts or skirts (no shorter than 4-5 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 deemed inappropriate by the 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. Unlaced or untied sneakers or shoes, flip-flops, heels of shoes that are higher than three inches, "roller sneakers". No crocs or similar footwear.
7. Pajama bottoms or lounge pants.
8. Exposed undergarments.
9. Hats are not permitted to be worn in the building unless for a predetermined occasion.
10. 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. Teaching staff members will report violations of the dress code to the administration, designee or school nurse.
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 Principal 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 Superintendent 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.

## **COMMON CORE CURRICULUM CONTENT STANDARDS**

### **Curriculum Areas**

Language Arts Literacy  
Mathematics  
Science  
Social Studies  
World Languages  
Comprehensive Health and Physical Education  
Technological Literacy  
Visual and Performing Arts  
21<sup>ST</sup> Century Life & Career Skills

Copies of the Common Core Curriculum Content Standards are available through the school or on the N.J. D.O.E. website, [www.state.nj.us/education](http://www.state.nj.us/education). Oxford curriculum web address (you will be redirected to the host website: [washingtontownshipschool.org/curriculum](http://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 for Oxford Central School students only. Grade levels participating will be announced prior to each dance.
3. Dances are held periodically by the K-KIDS and/or the P.T.A.
4. These dances begin at 7:00 p.m. and continue until 9:00 p.m. Parents must pick up their children on time.
5. All dances must be chaperoned by an Oxford Township staff member and may include parent chaperones.
6. The K-KIDS or P.T.A. 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 9:00 p.m. 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.

14

### **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](http://www.oxfordcentral.org).

### **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.

### **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 pupil=s right to privacy or right to hold personal beliefs which are different from those of the mainstream.

### Harassment

The district=s 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

16

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.

## **EXTRA CURRICULAR ACTIVITIES**

Each year, the school district will offer extra curricular 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 extra curricular activities until the start of the first day following disciplinary action.
3. Any student absent from school will not be permitted to participate in extra curricular 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.

## **FIELD TRIPS**

### **Entitlement**

All grade levels are entitled 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.

17

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.

### **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;  
W=Works Well  
I=Improvement Noted  
N=Needs Improvement  
B = Beginning  
D = Developing  
S = Secure  
NI = Not Yet Introduced

18

- B. Grades One and Two  
5 = Work is above grade level and is consistently done with thoughtfulness and care  
4 = Work is accomplished independently with competency  
3 = Work is accomplished with support  
2 = Work is underdeveloped  
1 = Work is of a concern  
+ Exceeds requirements  
□ Satisfies requirements  
– Reinforcement Needed  
IS Improvement shown

- C. Grades Three through Eight  
A = Superior Work (92-100)  
B = Above Average (83-91)  
C = Average (74-82)  
D = Below Average (65-73)  
F = Unsatisfactory (50-64)  
S = Satisfactory  
NI = Needs Improvement  
U = Unsatisfactory

Additional comments are made on the report cards.

- D. High Honor Roll: Grades 3-8

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 85 in ANY class and a student must receive “S” or higher in conduct.

- E. Honor Roll: Grades 3-8

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 83 in ANY class and a student must receive “S” or higher in conduct.

F. 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.

### **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.

19

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

### **SCHOOL COUNSELOR**

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

### **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.

### **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

Health services to the pupils in the Oxford Township School District will be provided by a certified school nurse and/or school doctor.

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 3<sup>rd</sup> grade and in 7<sup>th</sup> grade.
  - 20
  - 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.

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 B**

### **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 not eligible for extracurricular activities held at the school, i.e. field trips, dances, clubs. See Policy 6172 Alternative Education.

21

### **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. The district will provide locks with students paying a \$5.00 deposit to cover damage or loss. The deposit will be returned at the end of the school year. Only district purchased locks may be used (unless prior approval is obtained by the principal or designee).

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 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 except on early dismissal days (12:30 p.m. closing) when lunch is not served.
2. 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). Student lunch price is \$2.30.

22

3. Any student without lunch money will be placed at the end of their class line when receiving 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.
4. 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 2011-2012 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.

### PICTURES

Student pictures are taken at the beginning of the school year. Parents can expect delivery in December. Payment is required upon ordering. For 2011-2012 fall/yearbook, pictures will be taken by Tom Sperduto Photography. 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 dissimulation 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 GROUNDS CURFEW**

- 1. No one is allowed on school ground between dusk and dawn. Security cameras will record 24 hours a day.
- 2. Any person wishing to use school grounds when school is not in session must have an approved AUse of School Grounds@ form with them at all times.
- 3. Any person not participating in a supervised activity, who is found on school grounds, 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](http://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 extra curricular activities.

### **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.

### **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 visitor's 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 ONE (PARENT, VISITOR, VENDOR, ETC.) IS PERMITTED TO GO TO THE CLASSROOMS  
WITHOUT PERMISSION FROM THE MAIN OFFICE BEFORE SCHOOL, DURING  
SCHOOL OR AFTER 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 usually distributed in June.

# ADDENDUM A

OXFORD CENTRAL SCHOOL

17 Kent Street

Oxford, N.J. 07863

[www.oxfordcentral.org](http://www.oxfordcentral.org)

**Oxford Central School Students are C.O.R.R.E.C.T.**

Mr. Robert Magnuson  
Chief School Administrator

Ms. Patricia Martucci  
Business Administrator

Miss Milissa Dachisen  
Vice Principal

Parent/Guardian:

This letter is being sent to you to ask for your cooperation with a very important concern. Part of the reality of your child’s school life is that he/she may be in a class with one or more students with a sensitive medical issue. This fact creates a necessity at OCS to carefully monitor any snacks being sent into school for distribution to the class.

In the past, you have been advised of the school’s Local Wellness/ Nutrition Policy (3542.1). Once again, we are asking that no **“homemade”** items be submitted for classroom celebrations. **All food items must be store purchased and pre-packaged. The ingredient label from the snack must be attached to the completed bottom portion of this form, and submitted to the school nurse one week in advance of the occasion.** This will provide time to assure that the snack provided will not cause harm to any individual student. Should you require any additional forms, these may be obtained from the school nurse.

Failure to comply with this procedure may result in the celebration snack not being distributed in the classroom.

Thank you for your continued cooperation.

Barbara Svercauski RN  
School Nurse

Student’s Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Today’s Date: \_\_\_\_\_

Date food to be served: \_\_\_\_\_

Store Purchased Food: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Nurse Check Date: \_\_\_\_\_

## ADDENDUM B

### 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

## 2011-2012 PARENT/STUDENT HANDBOOK Acknowledgment Form

I confirm that my child and I have read and reviewed the Oxford Central School 2011-2012 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 13, 2011 TO YOUR CHILD'S HOMEROOM TEACHER***

*The 2011-2012 handbook is available on our website:  
[www.oxfordcentral.org/parentstudenthandbook1112.pdf](http://www.oxfordcentral.org/parentstudenthandbook1112.pdf)*