

STAFF HANDBOOK

2018 - 2019



Denise V. White, Principal

FOCUS * DISCIPLINE * RESPECT

Board Members

Name	Title
E. Lydell Carter	President
Courtne Thomas	Vice President
Kyleesha Hill	Board Member
Rhoda Iro dia	Board Member
Jarteau Israel	Board Member
Cristina Mateo	Board Member
Siaka Sherif	Board Member
Tyrone Tarver	Board Member
Jeffrey Wingfield	Board Member

Orange Board of Education Administrators

INTERIM SUPERINTENDENT OF SCHOOLS

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DEPUTY SUPERINTENDENT

DR. PAULA HOWARD

HUMAN RESOURCES TALENT OFFICER

SHEBRA JONES DISMUKE

BUSINESS ADMINISTRATOR/BOARD SECRETARY

ADEKUNLE JAMES

DIRECTORS

KAREN HARRIS - LANGUAGE ARTS/LITERACY

SHELLY HARPER –DIRECTOR SPECIAL SERVICES

DR. TINA POWELL – MATH/SCIENCE

DR. TERRI RUSSO – CURRICULUM & INSTRUCTION, PROFESSIONAL DEVELOPMENT
AND ASSESSMENT

Principal's Message

Dear Oakwood Avenue Community School Staff,

Welcome to the 2018-2019 school year! I am eagerly anticipating a successful and rewarding school year at Oakwood Avenue Community School. With great anticipation, I look forward to the many rewards and challenges that lie ahead. I know that together we will reach for high standards instructionally and academically as a professional learning community.

At this stage, we must ramp up our efforts and not only maintain our success in using data for targeted instruction and curriculum mapping, but we are charged to go even deeper by learning from each other through peer observation, coaching, and collaborative inquiry to improve student learning.

All staff shall report to OPA at 8:15 AM on Tuesday, September 4, 2018 for the Superintendents Forum.

For those of you who would like to get an early start to prepare for our children, the building will be open on August 22-30 from 9:00 AM to 3:00 PM. Please feel free to come in to prepare your classroom in advance.

I look forward to seeing you and accomplishing our collective teamwork efforts this school year.

“Education is the most powerful weapon which you can use to change the world.” Nelson Mandela
“Every child needs at least one adult who is irrationally crazy about him or her.” Uri Bronfenbrenner

Sincerely,

Denise White
Principal



TABLE OF CONTENTS

Board Members	2
Orange Board of Education Board Administrators.....	2
Principal’s Message	3
District Vision / Mission.....	5
Oakwood’s Collaborative Mission Statement	5
Oakwood Avenue Community School Song	6
My Peace Pledge.....	7
OACS Leader Expectations	8
Attendance	9
Staff Attendance.....	9
Taking Student Attendance.....	9
Arrival/ Dismissal	9
Homeroom Procedures.....	9
Flag Salute/My Peace Pledge.....	9
Staff Dress Code	10
Lunch Applications	10
Lesson/Substitute Plans	10
Grading Policy	11
Homework Policy	11
Marking Period and Report Card Dates.....	12
Parent/Guardian Communication.....	13
School Visits	13
Evaluations/Observations/Walkthroughs.....	14
Meetings.....	14
Social and Emotional Learning	14
Cleaning of Rooms	14
Mail, Memos and E-Mail.....	15
Smoking	15
Bulletin Boards	15
Telephone Usage.....	15
Field Trips.....	15
Emergency Drills	16
Character Development	16
Student Supervision and Discipline	17
Intervention and Referral Services (I&RS).....	18
PTO News.....	19
Parent/Student Handbook	19
OACS Health Clinic	19
Classroom Birthday Celebrations	20
“WORKING TOGETHER”	21

District Vision / Mission

Vision

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

Mission

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

Oakwood's Collaborative Mission Statement

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

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

No Alibis, No Exceptions, No Excuses!

Oakwood Avenue Community School Song

(Tune of Shaffer Beer)



Oakwood is the best school in town

And we go there everyday

Oakwood helps us do what is right

In the things, we learn and say

We've got the best school spirit

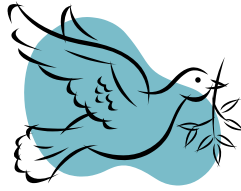
In this whole town

The teachers are the greatest too

Oakwood is the best school in town

And to Oakwood we'll be true.

My Peace Pledge



I am a member of the Oakwood Avenue Community School.

Our Mascot is the Soaring Eagle.

Like the Soaring Eagle I pledge to:

Strive for Outstanding Achievement, Respect and Success

I pledge to talk respectfully to others;

To treat people with care, integrity and good citizenship;

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

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

OACS Leader Expectations

BE RESPECTFUL

- Be Nice
- Help Others
- Listen to and Follow Directions
- Take Care of School Property

BE RESPONSIBLE

- Be on Time
- Wear Your Uniform Daily
- Come prepared to Class
- Complete Your Homework

BE PRODUCTIVE

- Participate in Class
- Try Your Best
- Stay on Task
- Finish Your Work

BE A LEADER!!!

Please note that the level of discipline is based on the severity of the misbehavior. In determining the level of seriousness of the misbehavior and the level of discipline necessary, the following factors will be considered:

- Student's discipline history
- Degree of premeditation, impulse, or self-defense
- Age and/or disability
- Strength of evidence
- Cooperation/remorse

***** Final decisions will be made by Ms. White. *****

Attendance

Staff Attendance

All staff members must use the biometric system daily and must be on their assigned duty by 8:15 am (as per contract). If you are going to be absent, including professional development, **you must contact the substitute service at Source4Teachers at 856-482-0300 or via online by 6am.** If you can't use the biometric system you must sign in or you will be entered as absent and must prove your attendance to human resources.

Taking Student Attendance

- **Attendance must be put in Genesis DAILY no later than 9:00 a.m.**
- Fill out an Attendance Referral Form for students with excessive unexcused absences, tardiness, or suspicions that the student may live out of the district. Attendance Referral Forms are to be placed in the mailbox of the attendance Officer.
- Religious holidays: A child can not be penalized for being absent for observing their faith. A list of holidays will be disseminated once it is received from Central Office.

Arrival/ Dismissal

- Staff members must sign in and out using biometric (as per contract). Staff members day is 8:15am – 3pm. Counselors and CST members is 3:15pm. All staff members must remain until all duties and responsibilities have been completed.
- Students should not be in the hallways or classrooms unsupervised.
- Students **MUST** be picked up promptly by 8:15 a.m. You are responsible for your own homeroom class. If an emergency arises, you **MUST** notify the main office immediately.
- Instruction begins promptly at 8:30 am, no exceptions.
- Students will be dismissed at the end of the afternoon announcements at 3:00 p.m. either the homeroom teacher or the special teacher assigned to the class at the end of the day must escort all students to the sidewalk via their assigned exit.

Homeroom Procedures

- Take daily attendance in Genesis.
- Establish homeroom routines from the first day of school. Student's **MUST** hang coats and book bags in the closet. Nothing should be left on the chairs or on the floor.
- Morning exercises/problem of the day should be posted and ready for students to begin working at 8:30 a.m. It is a good idea to get them ready before you leave each afternoon.

Flag Salute/My Peace Pledge

- All movement and activity must stop during the Pledge of Allegiance.
- Teachers, you **MUST** teach the students the Pledge of Allegiance and My Peace Pledge
- All movement and activity must stop during this time.
- Instruct them to speak clearly, slowly, and distinctly.

Staff Dress Code

Staff members are to dress in professional attire, regardless of weather conditions outside of the school building. Wearing items such as but not limited to blue jeans, polo shirts without jackets, flip-flops, and t-shirts are unacceptable attire. Physical Education and dance instructors may dress in job related attire

Lunch Applications

Lunch applications are due to Ms. Jackson on **Friday, September 28, 2018**.

- Lunch applications should be in alphabetical order.
- Make sure the child's name, grade, and room# are correct. **DO NOT WRITE** on the top of the applications.
- Ensure the parent/guardian has signed the form.

Lesson/Substitute Plans

- Maintaining effective lesson plans is important in:
 - The organization of instruction and future planning
 - Assisting in monitoring the curriculum
 - Providing continuity of instruction during staff absences
- **Lesson plans MUST** be submitted weekly on Fridays. Exception, the first one is due on Monday, September 10, 2018 for the first week of school.
Requirements:
 - Lesson plans must be maintained in Genesis
 - All plans are to be stated as a SMART objective including procedures, evaluation and must include materials you plan to use.
 - The SMART objective must identify what the students will be able to do at the conclusion of that particular lesson.
 - Must have differentiation that supports every student specifically as per the Multi-Tiered System of Supports (MTSS)
 - The criteria for evaluation of the lesson must be stated.
 - Homework is to be indicated at the end of the day's plan.
 - **Student Learning Standards must be utilized and noted in your lesson plan**
- **Learning goals** for each lesson **Must** be written on the board
- **Substitute/Emergency Plans** must be maintained in the main office. A minimum of five days of plans should be kept in your file at all times. These are due in the main office no later than **Friday, September 28, 2018**. Additionally, all subs plans must be replenished as needed.

Grading Policy

Children are expected to successfully demonstrate mastery of skills/knowledge of at least one year's academic program in one year's time. The instructional program provides a uniform curriculum that has a specific set of skills and content for each grade level and subjects. All children must learn within specific curriculum timelines, regardless of the school or teacher to who the child is assigned. The following is the grading system adopted for use by the Orange Board of Education.

Explanation of Academic Grades (Grades 1-8)

Letter Grade	Standards	Score (%)
A	Exceeds the standard	100 - 90
B	Meets the standard	89 - 80
C	Marginally meets the standard	79 - 70
D	Below the standard	69 - 65
F	Unsatisfactory Performance	64 - 50

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

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

Homework Policy

The primary purpose of homework is to foster responsibility for the learning process, time budgeting and prioritizing. It is an extension of the learning that occurs in the classroom each day and reinforces what is taught. The objective of assigning homework is to:

- Provide for essential practice in skills
- Enrich and extend classroom experiences and build positive work and study habits
- Provide experiences in finding resources and gathering data
- Encourage the development of self-discipline and integrity

The amount of time children should spend on completing homework assignments vary from grade to grade. Refer to the following chart.

Also, it is **required** that all children read at least 30 minutes a day (in addition to homework).

<u>GRADE</u>	<u>MINIMUM NUMBER OF MINUTES</u>
KINDERGARTEN	20 MINUTES 5 days a week
1 st GRADE	30 MINUTES 5 days a week
2 nd GRADE	40 MINUTES 5 days a week
3 & 4 th GRADE	60 MINUTES 5 days a week
5-7 th GRADES	90 MINUTES 5 days a week

MARKING PERIOD AND REPORT CARD DATES

MARKING PERIOD DATES	PROGRESS REPORTS	REPORT CARD DISTRIBUTION
September 10 – November 14	October 10	November 21
November 15 – January 30	December 18	February 4 - 7
January 31 – April 10	March 8	April 17
April 11– June 24	May 22	June 24

PLEASE NOTE: All parents/guardians are to receive Progress Reports of their child’s overall academic performance on the dates noted.

- ❖ Reminder: Conference must be held for 72% and below! Plan must be initiated.
- ❖ Parent/Teacher conference dates are:
 - February 4, 2019 from 6pm-8pm
 - February 5, 2019 from 1:15pm – 4pm

Parent/Guardian Communication

Teacher Conferences

Parent-teacher conferences are one means by which teachers report student's progress to parents. This should be supplemented by other conferences as needed for individual students or classes. Teachers are expected to initiate contact with parents if students are experiencing difficulty. Teachers **must** maintain a communication log of their conferences and contacts or attempted contacts with parents. Teachers must have a conference with parents of any student averaging a grade of 72% or below as stated in the Grading and Promotion Policy which can be found on the district website under curriculum and instruction.

All parents are to be informed of the child's on-going functioning level (on grade level, above grade level or below grade level) and of the child's progress or lack of. Again, this should be recorded in your communication log. No report card is to be sent home until a face-to-face conference is held or unless release is granted by the Principal.

Additional Communication

Teachers are encouraged to **send positive notes/telephone calls home** and not only those that convey negative messages. This should be kept in your parent communication log. Communication with parents should be made via Class DOJO. Notes/telephone calls to parents should reflect good common sense and information conveyed in a highly professional manner.

**ALL STAFF MUST MAINTAIN A PARENT COMMUNICATION LOG
WHICH MUST BE MADE AVAILABLE UPON REQUEST.**

School Visits

Parents

Please try to limit parent visits to non-instructional times unless it is an emergency approved by your principal. All visitors must have a pass from the main office. Parents will not be allowed to report to the classroom without the pass.

Colleagues

For instructional purposes teachers are expected to engage in cooperation and collaboration not only in grade level but also across grade level teams to discuss and observe effective teaching practices. In addition, teachers should participate in peer walk-throughs, because they promote an open and caring environment where teachers welcome thoughtful and constructive feedback. One effective method for scheduling these visits is the **Pineapple Chart** system that allows teachers to invite one another into their classrooms for informal observation. The **chart** is set up in some location where teachers go on a daily basis: the teacher's lounge, the copy room, or near teacher mailboxes.

However, you cannot sit in another teachers' classroom to have your lunch or to have a friendly visit during their instructional time. Teachers are free to visit with their colleagues for non-instructional purposes before school, during common prep, during lunch or after school.

Evaluations/Observations/Walkthroughs

Walkthroughs

Walkthroughs of the building will be conducted by both the building administrator as well as the District level administrators and will occur on a regular basis. The administrative teams will be “inspecting what we expect”. All teachers should have schedules neatly posted outside of their doors. **All students should be progressing, no matter what their performance level is in September.**

Evaluations

The school administrators shall evaluate all school personnel in the performance of their assigned duties (District Supervisors/Directors may also perform evaluations). The evaluation of personnel will begin early in the year. As you know we will use the Danielson Framework for Teaching Observation Rubric and Teachscape tools. Classroom observations are conducted to assist in the improvement of instruction.

Meetings

Staff Meetings/In-Service

KEEP Monday afternoons free for staff and /or department meetings. Teachers are expected to attend all school/district meetings to which they are assigned. The district in-service calendar should be consulted. **Please be reminded that your professional day is over when all professional responsibilities are met.**

Cleaning of Rooms

Custodians have the immediate responsibility for the care and maintenance of the building and grounds. Your cooperation and that of the students is absolutely necessary. Please make a real effort to establish good classroom cleaning habits from the beginning of the school day. Before any child leaves for the day, his/her desk and area of the room should be in good order. Also, do your best to extend classroom cleanliness to halls, stairways and school grounds. Do not allow students to go to the bathroom with pencils, markers, etc. Students must be made aware of the importance of marks on hall bulletin boards, walls, etc.

SEL – Social and Emotional Learning

Every Student Succeeds Act (ESSA) was enacted in 2015. The law includes requirements to enhance the Social Emotional Learning supports in school environments in areas i.e. programs, instructor training and assessments that incorporate SEL.

Implementation of Social Emotional Learning Practices for all students will be measured by the reduction of chronic absenteeism, in/out of school suspensions and HIB incidents through components such as:

1. Alternative Programs
2. Restorative Justice

Mail, Memos and E-Mail

You are required to check your e-mail for any memos every day. It is a good practice to check before 8:30 am, again during your prep time, and then after school. Also, check mailboxes before leaving school.

Smoking

State law and district policy prohibits smoking on school property.

Bulletin Boards

Bulletin boards must be standards based. Students' written work (You can use the student's name or create a code, however, your feedback and scoring must be on the back of the paper. Data should be displayed using a code instead of the students' names (iRead/ReadingPlus, Assessments, etc.). Teacher objective, rubric used and CCSS **MUST** be posted. Give proper attention to maintaining an attractive bulletin board. The work should be displayed neatly and orderly and demonstrate cognitively appropriate learning. It is an indication of what is occurring in your classroom. Children's work must contain teacher comments that further the students' learning and scored based on a Holistic Scoring Rubric. This is a direct reflection of the professionalism of our school and the quality of service we provide to students, families and the community.

All bulletin boards must be updated no later than the first Friday of each month.

Telephone Usage

You **will not** be called from class to answer telephone calls unless there is an emergency. **Cell phones** should never be used for personal use during instructional time. Bluetooth and cell phones must be put away during instructional professional development times.

Field Trips

All field trips are budgeted for 1 year in advance. Nonetheless board approval must be given. Teachers should complete forms in MyLearningPlan as soon as possible. Teachers are asked to begin to plan out of town and local field trips at the beginning of the school year. Appropriate planning and follow up is expected. Be sure to adhere to all board of education policies/procedures.

If you are in charge of a field trip, we suggest that you follow the appropriate protocol for obtaining bus information several days prior to confirm your arrangements. Additionally, try to secure any needed checks at least one week in advance. As you know, there must be a 1 adult to 10 student ratio for all trips. Lastly, it is your responsibility to make arrangements with cafeteria personnel for lunches. Again, confirm your arrangements several days in advance and **KEEP**

COPIES OF ALL CORRESPONDENCES, including your field trip request form from the Board of Education.

Day of Trip Procedures

1. Leave a list of students going on the trip including emergency #'s with the main office.
2. All students must participate in instructional field trips unless they are absent due to illness or parent/guardian requested him/her not to attend.
3. Prior arrangements including identifying a supervising staff member must be made for all students unable to attend. **ALL STUDENTS MUST HAVE WORK ASSIGNMENTS.**
4. Trip coordinator must take a head count of each adult and all students on each bus. They also need an overall count.
5. If it is a large trip, we suggest numbering the buses and letting the classes know what bus they are on.
6. Unless Approval has been obtained, **all students should be in uniform.**
7. Trip coordinator should repeat the head count by bus and overall count prior to leaving the trip destination.
8. Students should not eat on the buses. Trip Coordinator should notify nurse at least 1 week in advance, if medical personnel are needed to accompany a student.
9. Trip Coordinator should bring a First-Aid Kit on the trip.

Emergency Drills

Emergency drills are a serious and necessary exercise. State law requires that we hold emergency drills which include fire drills, shelter in place, evacuations, intruder, and lockdown exercises. Upon hearing the signal students should not panic but should move swiftly, safely and in a quiet manner. Engaging in these exercises will help us to maintain a safe environment for all students and staff members in case of an emergency. All staff must review all four emergency exercises with their students periodically. Those four drills are: lockdown, shelter-in-place, evacuation and bomb threat.

Character Development

The development of student self-discipline is, of course, the ultimate aim. Building student character is a continuous process of acquired behavior acceptable for any situation in which one finds him/ herself. This includes, but is not limited to, the respect for personal, private and public property as well as respect for self and the rights of others. It is the responsibility of every staff member and parent to develop these goals of good attitude and appropriate conduct in our students.

The teacher must act as model, both precept and by example. Discipline should be firm, fair and consistent. Further, it is every teacher's responsibility to take the necessary steps to maintain a safe, pleasant, and positive school environment at all times with all students. Students are expected to behave and conduct themselves within the parameters of safe and acceptable social behavior, including the use of proper language during the entire school day.

Students in the classroom should always be under the complete control of the teacher, there is no place in the classroom for ridicule or sarcasm. Similarly, there is no place for loud, threatening or harsh voices, and no excuse for threats of unreasonable punishment. Good judgment on the part of the teacher, placing minor infractions in perspective can add to the effectiveness of classroom organization and will preclude major interruptions of the educational program. It should be understood, however, that no teacher will tolerate serious incidents of misconduct. Your administrative team highly supports the faculty in the maintenance of a classroom atmosphere, which is conducive to learning. A disciplinary form should be completed and forwarded to the guidance counselor or social worker if involvement is needed in areas of **major misconduct**.

Student Supervision and Discipline

- Student discipline is the responsibility of the classroom teacher. Students should not be referred to the office unless the teacher has exhausted all avenues to address the disruptive behavior, as outlined on the PBS discipline referral form.
- Only a student who has committed a MAJOR Infraction, which has been indicated on the Discipline Referral Form, will be addressed at the administrative level. **All others will be sent back to class.**
- Classroom rules should be visibly posted along with rewards and consequences.
- Teachers are responsible for their own lunchtime detention or after school detention. **DO NOT** send students to the office for lunch detention.
- Students should never be found standing or sitting unsupervised in the hallway. Time-out arrangements should be made with other teachers and/or within your classroom.
- Requests for the school security guard should be limited to emergencies.
- Keep a detailed parent log for all contacts.
- Classes are to be escorted to all specials, assemblies, and lunch in a quiet and orderly manner. Never leave your class unattended until another staff member arrives and has taken responsibility for them.
- The entire staff at OACS Avenue Community School will use the following action plan when dealing with disciplinary concerns.
 - First three offenses will be dealt with in the classroom as outlined on the Discipline Referral Form
 - All documentation including the referral form will be kept in your data binder in its own section
 - Be sure to document all steps and contact with parents.

Please note that the level of discipline is based on the severity of the misbehavior. In determining the level of seriousness of the misbehavior and the level of discipline necessary, the following factors will be considered:

- Student's discipline history
- Degree of premeditation, impulse, or self-defense
- Age and/or disability
- Strength of evidence
- Cooperation/remorse

The Principal's office should not be viewed as the discipline center of the school, but rather as a supportive service to teachers in a continuation of their efforts to provide guidance to

students. Once a child is involved with the Principal, the work begun by the teacher can be expanded with further guidance sessions, conferences, involvement of other departments, schedule changes and stringent strategies designed to develop positive character traits. Teachers must keep anecdotal records for children who continually exhibit disruptive behaviors. Documentation must be provided for referrals to the intervention team. **NO CHILD is to be sent home by the classroom teacher.** This action can only be taken by the Principal. It is expected that the teacher will take the time to listen, arbitrate and to help the student mature socially. [Be consistent in holding firm to reasonable rules.] If a student, despite your utmost efforts, continuously disrupts the learning atmosphere of your room, do not hesitate to contact the parent for assistance.

18A: 6-1 Corporal Punishment of Students

No person employed or engaged in a school or educational institution, whether public or private, shall inflict or cause to be inflicted corporal punishment upon a student attending such school or institution; but any such person may, within the scope of his employment, use and apply such amounts of force as is reasonable and necessary:

1. to quell a disturbance, threatening physical injury to others;
2. to obtain possession of weapons or other dangerous objects upon the person or within the control of a student;
3. for the purpose of self-defense;
4. For the protection of persons or property; and such acts or any of them shall not be construed to constitute corporal punishment within the meaning and intent of this section. Every resolution, bylaw, rule, ordinance, or other act or authority permitting or authorizing corporal punishment to be inflicted upon a student attending school or educational institution shall be void.

Intervention and Referral Services (I&RS)

Children who display serious deficiencies may require an intervention meeting with the Intervention and Referral Services team. It is the teacher's responsibility to collect and provide the necessary documentation of support to properly address students' needs.

The teacher provides the team leader with written notification of the intervention request. Note: *Forms are available with our Guidance Counselor*

Request for Assistance from Student Intervention Plan

(Submitted by referring teacher and reviewed by the guidance counselor).

Additional data reviewed by the committee:

- ✓ Test Scores
- ✓ Homework Assignments
- ✓ Behavioral Incidents Reports
- ✓ Parent Conference Notes
- ✓ Grade Level Team Meeting Notes
- ✓ Intervention strategies implemented thus far

PTO News

“NOTHING IS MORE IMPORTANT TO SUCCESS IN SCHOOLS THAN THE QUALITY OF RELATIONSHIPS BETWEEN AND AMONG STUDENTS, STAFF, AND PARENTS”

Dr. James P. Comer

Teachers please join and support the PTO (Parent Teacher Organization). This is your organization to and your commitment and hard work is much needed in supporting the fund-raising activities and other programs in our school. Our PTO Board is dedicated to serving and supporting the programs and activities that in turn make it possible for us to provide additional field trips, special events and rewards / incentives for our children during the school year. Your ideas and help are needed.

Parent/Student Handbook

The Parent/Student Handbook includes the parent/student agreement form to be signed by parent and child. The teacher must collect this form from each student.

Oakwood Avenue Community School Health Clinic

Good health starts here, and we are so excited to begin this journey with you all. The purpose of the Oakwood Avenue Community School Health Clinic is to provide comprehensive, preventative health care to the students without having to leave the school. This means less missed work and more learning!

We provide:

- o Pediatrics for yearly check-ups, sick visits, vaccinations and more!
- o Vision Screening
- o Dentist
- o Nutritional Counseling
- o Behavioral Health



All students and families are welcome and we look forward to working with you to get your children to optimal health! If you are interested in registering for services, please visit us at the health clinic in the community wing of Oakwood Avenue Community School or contact:

Danie Vastey – Treatment Coordinator

973-677-4000 ext. 3621

dv.oakwood@gmail.com

Classroom Birthday Celebrations



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

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

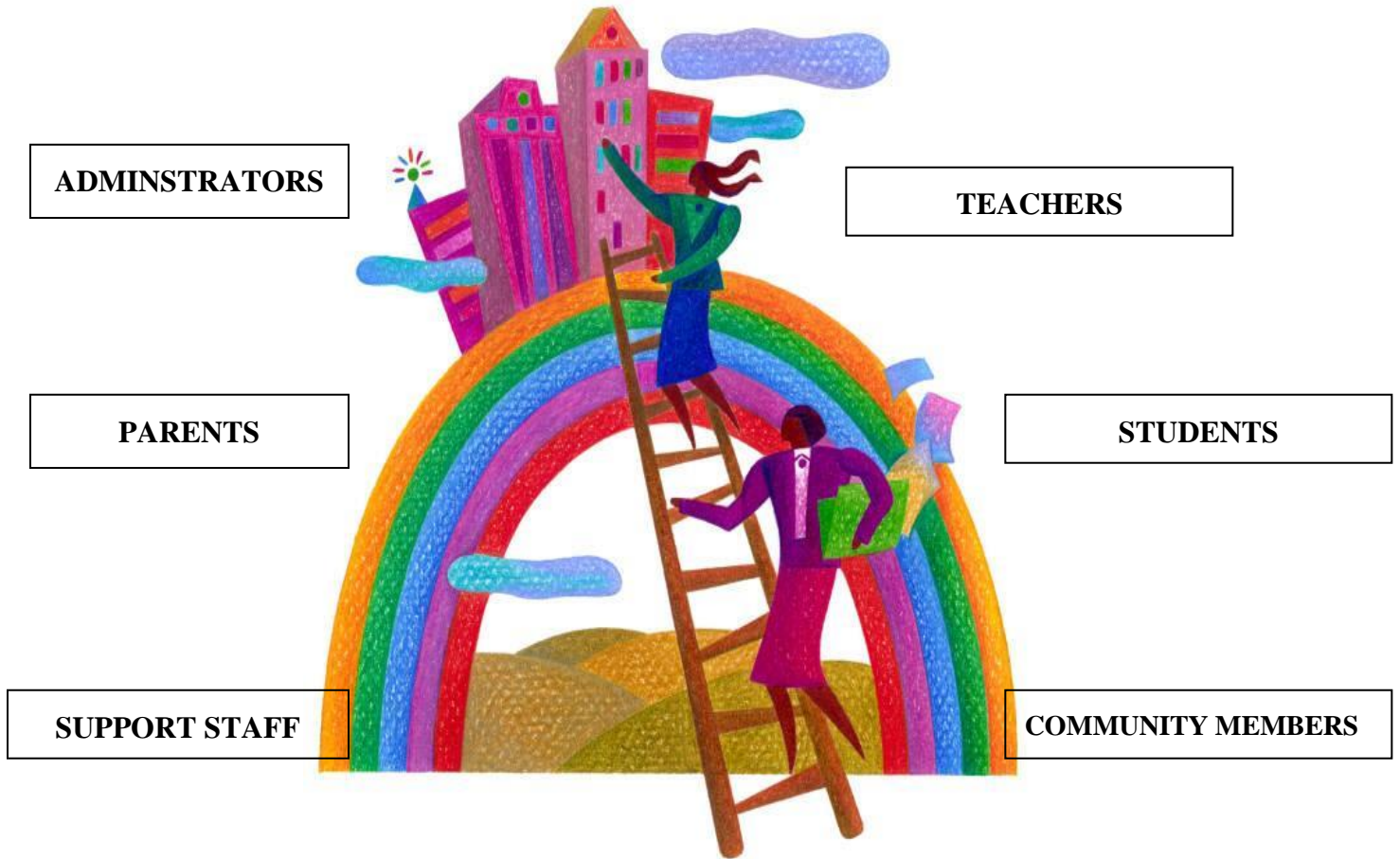
Monthly Celebration dates are as follows:

- Friday - September 29, 2017
- Friday - October 27, 2017
- Friday - November 17, 2017
- Friday - December 15, 2017
- Friday - January 26, 2018
- Friday - February 16, 2018
- Friday - March 30, 2018
- Friday - April 27, 2018
- Friday - May 25, 2018
- Friday - June 15, 2018

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

- **School Nurse**
- **Classroom Teacher**
- **Main Office**

Oakwood Avenue Community School



“WORKING TOGETHER”