

# ***Oakwood Avenue Community School***

*(The Little School Doing **BIG** Things!)*

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

## **2018-2019 Parent/Student Handbook**



**Denise V. White, Principal**  
**FOCUS \* DISCIPLINE \* RESPECT**

# Table of Contents

<b>Board Members</b>	3
Orange Board of Education Administrators	3
Principal's Message	4
Oakwood's Collaborative Mission Statement	5
Oakwood Avenue Community School Song	6
My Peace Pledge	7
Student Arrival & Dismissal	8
School Closing / Delayed Opening	9
Attendance	10
Dress Code	11
Homework Policy	12
Academic Requirement	13
Parent/Teacher Conferences	14
Code of Conduct	15-16
Emergency Drills	17
Locker Policy	17
School Nurse	18
School Counselor	19
Social Emotional Learning	19
Health Clinic	20
Field Trips	21
Book Fines	21
Money and Valuables	22
PTO News	22
OACS Leader Expectations	23
Birthday Celebrations	24
Pest Management Notice	25
Handbook Signature Page	26

# Board Members

Name	Title
E. Lydell Carter	President
Courtne Thomas	Vice President
Kyleesha Hill	Board Member
Rhoda Irodia	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

RONALD C. LEE

### 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**

I would like to take this opportunity to extend a warm welcome to parents, guardians, and students of Oakwood Avenue Community School. As you know, Oakwood Avenue Community School is a special place that provides academic and social development while building our student's self-esteem. We are proud of the successes that we have made and look forward to another exciting year of teaching and learning.

Our school is like a family, composed of a diverse group of educators, staff, students, and parents all focused on one common goal, providing excellent academic services for all students. Your continued interest and participation will enhance the quality of education and activities at our school.

This handbook has been prepared to acquaint you with various policies, procedures, and activities that have been developed to maintain a good educational environment. Teachers, counselors, and staff are always available to assist you in any way possible.

I look forward to working with you this school year and encourage you to become actively involved in your child's educational experience.

*Denise White, Principal*

## **The Orange Board of Education Vision and Mission Statement**

### 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 21<sup>st</sup> Century learning experiences by way of:

- Professional collaboration
- An ongoing commitment to explore and implement new instructional best practices
- Mutual trust and respect
- Sharing and acknowledging successes
- Family and community engagement

**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.*

## Student Arrival & Dismissal



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

- Breakfast is from 7:45 am – 8:10 am
- When the weather is clear (no rain, snow or temperatures are above 30 degrees) all children can report to the playground at 8:00 am.
- When the weather is inclement (rain, snow or temperatures below 30 degrees) you can be a great help to us. Try to plan it so that they arrive 5 minutes before the teachers pick up your child at (8:15 am). This will insure that they will not only be outside for too long, but that there will be maximum supervision.

### ***Tardiness***

Promptness is extremely important. To avoid being late students are advised to arrive to school by 8:15am. Students entering the classroom after 8:35am will be marked accordingly in Genesis which will reflect on their report card. All tardies should be followed by a written excuse. If a child is late three times in one month they will be issued a detention.

### ***Dismissal***

All students will be dismissed promptly at 3pm.

### ***Early dismissal***

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

**Appointments scheduled during the school day must be limited to ensure maximum students attendance.**

**ONLY PERSON(S) LISTED ON THE EMERGENCY CARD WILL BE ABLE TO PICK UP STUDENTS, AND EVERYONE MUST SHOW IDENTIFICATION! No child will be allowed to go home early without being accompanied by an adult (18 or older).**



## School Closing/ Delayed Opening

In the event of a school closing, or delayed opening the district will send out a **telephone blast**. **It is imperative that you maintain current telephone numbers with the main office in case of an emergency.**

Information will also be available through the following radio or TV stations between 6:30 AM - 9:00 AM for details:

WOR AM 710	WINS AM 1010	WFME FM 97.4
WRKS (KISS) FM 98.7	WJDM AM 1530	WADO (SPANISH) 1280
	FOX - CHANNEL 5 TV	

It is the responsibility of the parents and student to tune in for announcements of delayed opening or school closings.

**DO NOT CALL THE SCHOOL, CENTRAL OFFICE, BOARD MEMBER OR THE RADIO/TELEVISION STATIONS.**

The following procedures shall be followed whenever a delayed opening is announced:

- School will open at **10:00 AM** for students
  - The Breakfast Program will be CANCELED
  - School will close at the regularly scheduled time
- Announcements begin at 6: 00 A. M.

Note: Make-up days – Should emergency closing of the schools for more than 3 days occur, necessary days will be made up at the discretion of the Superintendent.

## Attendance Pre-School to Grade -7



### ***Excused Absences***

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

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

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

### ***Unexcused Absences***

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

**Chronic absenteeism will be noted by the state,  
on the students' permanent state record!**

### ***Make-up work***

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

## Student Required Dress Code



In June of 1996 the Orange Board of Education approved and implemented a **mandatory** K-12 District Uniform Dress Code Policy CODE # 5132 for ALL children who attend the Orange Public School System. **It is expected that your child wear his/her uniform consistently every day.** Parents of those children who are not in uniform will be contacted and reminded of the dress code policy. Sanctions will be imposed for those who continue to ignore the uniform policy. If there are extenuating circumstances that prevent you from adhering to this regulation, please contact the building principal.

### **PK-4 Elementary Schools**

- White or light blue button/polo/golf shirts with collar
- Uniform Pants/Slacks, Dress or Skirt or Shorts (Navy)
- Sneakers/Shoes, etc.- laced and tied (no flip flops)
- Physical Education: **on gym days only**, all students must wear gray or navy blue sweatpants or shorts and either a gray, navy, light blue, or white T-Shirt

### **5-7 Elementary Schools**

- White or light blue button/polo/golf shirts with collar
- Slacks, Dress or Skirt or Uniform Shorts (Navy or Khaki)
- Sneakers/Shoes, etc.- laced and tied (no flip flops)
- Physical Education: on gym days only, all students must wear gray or navy blue sweatpants or shorts and either a gray, navy, light blue, or white T-Shirt
- **Physical Education: Grades K-7 Gray or Navy Sweat Suit or shorts and T-shirt.**

### **Students May Not Wear**

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

### **Dress Down Days**

- School administrator will provide information if any specific type of clothing should be worn
- Follow “Students May not Wear” but administrator can make an exception

- Only dress down on days that that are approved by the principal or District

## Inclement/Cold Weather

Navy sweater/sweater vest may be worn over the uniform shirt. **NO HOODED SWEAT SHIRTS ARE PERMITTED.**

**NOTE:** SAFE FOOTWEAR (PREFERABLY RUBBER SOLES) MUST BE WORN. NO FLIP FLOPS, SANDALS OR OPEN BACKED SHOES ARE ACCEPTABLE. SNEAKERS MUST BE WORN ON PHYSICAL EDUCATION DAYS. DISTRICT WIDE SKIRTS SHOULD BE NO SHORTER THAN 3 FINGERS LENGTHS ABOVE THE KNEE. CLOTHING MUST BE CLEAN, IN GOOD CONDITION, AND WORN AS INTENDED AND DESIGNED. GOOD JUDGMENT SHOULD BE EXECUTED IN DRESSING. SKINTIGHT CLOTHING, ALONG WITH OTHER INAPPROPRIATE DRESS THAT IS DISTRACTING AND INTERFERES WITH THE EDUCATIONAL PROCESS, IS NOT ACCEPTABLE.

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

### Homework



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 your child should spend on completing homework assignments may vary from grade to grade. For children in grades K-7 the following is a guide to the amount of time your child should spend on daily homework assignments:

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

It is required that all children read at least *20 minutes a day (in addition to homework)*. Parents can help by reading to their children or reading with their children (something that is informative or just for pleasure). The time-spent reading to your child/children will be invaluable. **WE ASK THAT ALL PARENTS PLEASE SIGN YOUR CHILD’S HOMEWORK ASSIGNMENTS EACH NIGHT.** Remember, when the school and parents work together and collaborate, our children are the beneficiaries.

## Academic Requirements



### Grading System

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

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

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

### **Explanation of Academic Grades (Grades 1-8)**

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

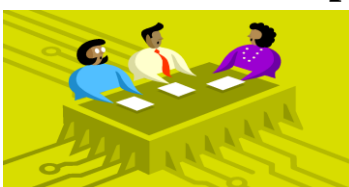
**District guidelines indicate 72% and below  
mandates a parent teacher conference.**

**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)**

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

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

## **Parent Conferences and Report Cards**



**Parent/Teacher conferences will take place February 4, 2019 from 6-8pm and February 5, 2019 from 1:15pm – 4pm.** Parents will be notified in writing about their scheduled parent/teacher conference appointment time. If the scheduled time is not convenient for you, please contact your child's teacher to make other arrangements as soon as possible. Parent-teacher conferences are not restricted to the second marking period. A conference may be requested at any time by a teacher or a parent. A parent-teacher conference is required if the child earns 72% or below on their progress report or report card from any class. If you wish to contact your child's teacher, please call the school at (973) 677-4095 to make the necessary arrangements.

### **Contact with teachers**

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

# Code of Conduct

The maintenance of discipline is a cooperative task between the **HOME** and the **SCHOOL**.

Students learn best in a safe and orderly environment. One of the most important lessons education should teach is **DISCIPLINE**. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. Students must conduct themselves in a proper manner at all times. This includes whether on the bus, at school, and at all school functions. All students are expected to abide by school and district policies and regulations at all times as noted in the **Orange Code of Conduct Handbook**. **Failure to do this will bring about disciplinary action.**

## Student Responsibilities (RELATED TO DISCIPLINE)

- Respect the rights and privileges of others
- Accept responsibility for his/her actions and consequences of behavior
- Abide by the authority of teachers, staff, and other adults
- Be regular and prompt in meeting all school responsibilities
- Help maintain school property free from damage and vandalism

## Parental Responsibilities (RELATED TO DISCIPLINE)

Good discipline begins in the home. Parents are the child's first teachers. Through example and direct teaching, parents instill in children habits of acceptable behavior and positive attitudes.

### As a parent, you can help us by doing the following:

- If you have a problem or concern, please contact your child's teacher first
- Support and assist the school in the administration of recommended consequences
- Provide your child with counseling, guidance and direct teaching of good habits and acceptable behavior
- Keep the line of communication between home and school open. Speak to your child daily about what is going on in school. Call the school (973-677-4095).
- Be sure to leave phone numbers with the school where you can be reached in case of an emergency

## Staff Responsibilities

- Be equal partners to achieve successful learning.
- Treat each student with respect.
- Assist in fostering a positive and safe school environment.
- Review school and classroom rules and regulations on a daily basis.

- Teach students to solve problems in a nonviolent, positive manner through modeling, role playing and practice.
- Develop and implement procedures and routines to ensure school and classroom environments are conducive to learning

Oakwood Avenue Community School has a zero tolerance for bullying in accordance with the N.J. State law and Orange Board of Education.

**Suspension from school may occur if:**

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

***Refer to District Student Code of Conduct***

**Parents can, and are encouraged to monitor their child's academic progress and behavior  
Via the [District's Parent Portal](#) and [Classroom Dojo](#), respectively**

**Law Enforcement Unit**

Oakwood Avenue Community School has a law enforcement unit which indicated that there are surveillance cameras throughout the school. Surveillance tapes may be utilized as evidence for incidences that may occur which may cause disruption or disorder to the school. The unit will be responsible for the storage of the tapes and ensuring confidentiality.

**After School Detention**

Any child remaining after school for detention will be dismissed no later than 4:00 P.M. All parents will be advised in advance of the reason and length of the detention. The parents are asked to take the necessary steps to insure the safety of his or her child after the detention is served. Any parent that has special needs relating to his or her child staying after school; please contact the teacher so arrangements can be made.  
School phone number: (973) 677-4095



## Emergency Drills

Emergency drills are a serious and necessary exercise. State law requires that we hold emergency drills which may include fire drills, evacuations, active shooter and/or lockdown exercises. Upon hearing the drill students should not panic but should move swiftly, safely and in a quiet manner. Engaging in these exercises will help us to maintain a safety for all students and staff members in case of an emergency.

## Locker Policy

All lockers made available for student use on the school premises are the property of the Orange Board of Education and **may be inspected if necessary and/or prohibited from use**. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules.

**The school retains the right to inspect the locker and its contents to insure it is being used in accordance with its intended purpose.**

## *Health Related Services*



The school nurse reviews immunization records, delivers medical care and first aid as well as screenings for height, weight, blood pressure, vision, hearing, and scoliosis when appropriate. Health information is shared with essential staff to assist your child in achieving his/her educational goals. Administration of medication in school requires a parent/guardian's note and physician's note with medicine in original containers and accompanied by the doctor's directions. Questions regarding health concerns should be directed to the school nurse.

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

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

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

#### **Student Illness**



1. **The parent/guardian should not send the child to school if the child is not feeling well or has any of these symptoms:**
  - A severe cold, (coughing, a runny nose, swollen glands, nausea, or feverish).
  - Vomiting or diarrhea.
  - Red, tearing eyes and pinkish coloring seen in the white part of the eye (conjunctivitis or pink eye).
  - Poison ivy or other similar contagious skin problem, ex...ringworm and impetigo.
  - Temperatures of 100 degrees or above (a child should be without fever 24 hours before returning to school).
  - Any other contagious diseases. Such as chickenpox, head lice, etc....
2. When your child returns to school, please be provide a physician's note or parent note explaining his/her absence.

## **School Counselor Services**

At Oakwood Avenue Community School, we offer in-house counseling services to assist you and your child. These support services are provided by certified trained professionals who will address those students who manifest emotional and social problems within the school setting. The school counselor will assist your child in improving their peer relationships, developing good decision making skills, and developing strategies to cope with issues of stress they may face. They provide individual as well as group counseling, in addition to referrals for appropriate community agencies and services as needed. In addition, our guidance and counseling staff will identify factors that can make school a more successful, productive and happier experience for all our students and their families.

### **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

# 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](mailto:dv.oakwood@gmail.com)

## Field Trips



Educational field trips are planned to enhance learning experiences correlated with the subject or content.

Students must have written permission from a parent or guardian prior to attending the field trip.

All field trips are chaperoned by school personnel and occasionally with the assistance of a parent or parents. A standard walking trip permission request will be sent home for parents to sign and return to the students' teacher giving the child permission to accompany his/her class in walking/district trips.

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

## Book Fines



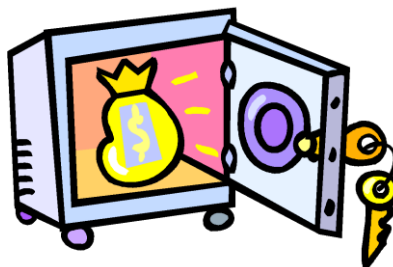
### **Textbooks**

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

### ***Library books overdue fine***

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

## Money and Valuables



Students are not to bring money to school unless it is absolutely necessary. The school cannot assume responsibility for a student's money or valuables left in his or her locker, desk or coatroom.

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

**If students bring any of these devices to school they must be turned off and stored in their locker or main office for the entire day. If student is found in violation items will be confiscated and will not be returned until a parent comes to pick them up.**



## **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**

Please join and support the OACS PTO (Parent Teacher Organization). This is your organization. Your input, commitment and hard work are needed to support activities and programs in OACS. The PTO makes it possible for OACS to provide additional field trips, special events and rewards/incentives for our children during the school year. Your ideas and help are needed.

### **Parking**

**PLEASE DO NOT PARK IN FRONT OF THE SCHOOL DURING SCHOOL HOURS AND ESPECIALLY DURING DISMISSAL TIME.**

When you illegally park in front of the school exits, you block the view of other cars driving past making it difficult to see the children crossing the street. The Orange Police Department will issue citations to those individuals who ignore posted NO PARKING SIGNS. Barriers are positioned along the front yellow curb of the school to ensure that children are safe crossing the street and to allow those children who receive transportation easy access onto the school buses. Your cooperation is greatly appreciated.

# 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



## 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 28, 2018
- Friday - October 26, 2018
- Friday - November 30, 2018
- Friday - December 14, 2018
- Friday - January 25, 2019
- Friday - February 25, 2019
- Friday - March 29, 2019
- Friday - April 18, 2019
- Friday - May 31, 2019
- Friday - June 14, 2019

**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**

**ORANGE TOWNSHIP PUBLIC SCHOOLS  
ADMINISTRATION BUILDING  
451 Lincoln Avenue  
Orange, New Jersey 07050  
Tel: (973) 677-4000 Fax: (973) 677-2518**



## **Annual Integrated Pest Management Notice for School Year 2018-2019**

---

September 1, 2018

Dear Parent, Guardian, or Staff Member:

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. The Orange Township Board of Education Public Schools District has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy included with this notice.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for The Orange Township Board of Education Public Schools District is:

Name of IPM Coordinator: Edwin Vasquez School Business Administrator

Business Phone number: (973) 677-4000

Business Address: 451 Lincoln Ave. Orange, N.J. 07050

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan The Orange Township Board of Education Public Schools District may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

The following items must be included with this annual notice:

- 1) A copy of the school or school district's IPM policy.
- 2) A list of pesticides that are in use or that have been used in the past 12 months on school property.

Insect Monitors, Glue Boards, FMC Monitors for bedbugs, Nightwatch Monitors for bedbugs, Fly Lights,

This form is in the student handbook for the student, parents, guardian, and the staff members of the Orange Township Board of Education Public School District.

**Oakwood Avenue Community School  
Parent & Student Handbook**

**Handbook Signature Page**

Dear Parent/Guardian:

Please review the information presented in our school's Parent and Student Handbook. In addition, please sign, date, and return this page to your child's homeroom teacher by **Thursday, September 27, 2018.**

By signing this contract, you are agreeing to follow district and school policies and procedures and work collaboratively to ensure your academic success.

Your signature will confirm receipt of this very important document.

Sincerely,

*Denise White*

Denise White  
Principal

\_\_\_\_\_  
Parent Name (please print)

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

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Grade

Date \_\_\_\_\_

Homeroom Teacher's Name \_\_\_\_\_