

Oakwood Avenue Community School

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

2022-2023 Parent/Student Handbook



Mr. Dana Gaines, Principal



*** PRIDE * PASSION * PURPOSE ***

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Principal's Message



Dear Parents, Guardians, and Caregivers,

Welcome to an exciting start of the 2022-2023 school year at Oakwood Avenue Community School (OACS)! For many of us, the new school year represents new beginnings, new friendships, new goals, and new successes. As we progress throughout the school year 2022-2023, we will do so as a school community, where we are partners, jointly dedicated and working together to growing all students socially, emotionally, and intellectually. This mutual support system will be paramount as we continue to move from “Good to Great”.

This handbook is designed to give our parents/guardians and students a ready source of information about the operation and philosophy of Oakwood Avenue Community School. Within the pages you’ll find useful information about the daily operations, expectations, and activities at Oakwood. You will also find calendars of important dates throughout the school year. Parents/Guardians are encouraged to read the handbook along with your student to become familiar with its content and to make sure that you get the best experience at Oakwood. Realizing that there are unique and unpredictable situations associated with life in a public school, we encourage you to contact our office staff for answers that may not be addressed within these pages. Please familiarize yourself with the information and keep your copy in a secure place, one that is readily available to you. We hope the handbook serves its intended purpose.

Oakwood Avenue Community School is guided by [Moving into Greatness: Orange Public Schools 2021-2026 Strategic Plan](#) developed by all stakeholders from staff, students, and community members. The plans and guidelines can be found on the Orange District web page at www.orange.k12.nj.us. The plan includes our framework for student learning, the priorities and strategies on which we will focus, and indicators that will measure our progress from the 2021-2026 school years.

Our collaborative efforts at OACS are rooted in the dedicated partnership of families, community, students and staff towards the common goal of premier social, emotional, and intellectual growth. It is our **PRIDE, PASSION, and PURPOSE.**

Looking forward to a happy, healthy, and productive school year at Oakwood Avenue Community School!

Educationally yours,

Dana Gaines

Mr. Dana Gaines
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 Avenue Community School

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 21st 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

From Good to Great!



Orange Township Public Schools

Gerald Fitzhugh, II, Ed.D.
Office of the Superintendent



2022-2023 District Goals

Goal #1: 21st Century Integration

The Orange Public Schools will continue to invest in its teachers. The district values and promotes a culture of excellence in teaching and learning through increased and improved opportunities for quality, sustained professional development that address district needs and individual school needs as outlined by data points. The emphasis has been on best practices in teaching and learning. As a result of the pandemic and performance on assessments, a continued understanding of providing targeted and intentional delivery of instruction is paramount district-wide.

- 1) Increase in the number of job-embedded professional learning opportunities that incorporate the expertise of building principals planning alongside district administration by 70% from SY 21-22**
 - Administrative Meetings will continue to be instructionally-focused learning sessions for principals and district administrators. Ultimately, all training sessions will be germane to data points resulting from walk-through trend analyses.
 - Administrative meetings will continue to have instructionally focused agendas with accompanying sign in sheets. Meetings will take place for horizontal and vertical articulation supports to build content knowledge and pedagogy if applicable.
- 2) By May 2023, 60% of students in each preparedness group will meet or exceed their assigned end of year growth target in mathematics.**
 - The assessments that will be used to measure progress towards the assigned growth targets include the iReady Diagnostic, NWEA MAP, District Benchmark Assessments, and select Performance Tasks in the area of Mathematics.
 - The district will continue to report out all data in the area of mathematics in Curriculum Committee as per the assessment calendar as well as the Board of Education Meeting.
- 3) By May 2023, 60% of students in each preparedness group will meet or exceed their assigned end of year growth target in ELA.**
 - The assessments that will be used to measure progress towards the assigned growth targets include the FRA, SRI, Insight, District Benchmarks, and Performance Tasks in the area of English Language Arts.
 - The district will continue to report out all data in the area of English Language Arts in Curriculum Committee as per the assessment calendar as well as the Board of Education Meeting.

- Partner with Bank Street College to provide Early Childhood Supports for the district's youngest learners.

Goal #2: Community Engagement

The Orange Public Schools will continue a system of consistent communication system for disseminating and receiving information between school administration, teachers, staff, students, parents, and the community.

1) Increase the timeliness, access, and effectiveness of all communication with all stakeholders via multiple measures by 50% from the previous school year (the previous year was at a 35% increase.)

- Social Media Platforms & Website (Instagram, Facebook, and Twitter)-Utilize the platforms for immediate news-worthy information as well as the district website via the latest news and announcements section.
- RoboCalls via School Wires at the district and school levels; we are incorporating more text to speech and emails for SY 21-22 at 35%.
- Superintendent's Report (online access to staff and community stakeholders) the day immediately following the board meeting by noon.
- Routine face-to-face opportunities to engage with community and stakeholders via PTO, Back to School Nights, Report Card Conference Nights, Community Events within Orange Township as well as partnership meetings based on those established and forthcoming within the school district. We will continue the parent and student councils at the Superintendent's Level.
- Provide Bilingual Supports for all families to ensure their engagement within the school district.

2) Increase the use of emerging and available communications outlets to transmit information by 30%

- Partner with universities (local and throughout the state) in order to get information to prospective candidates for job fairs and other industry level announcements. We will conduct virtual and in-person job fairs as well to widen the search for potential candidates outside of the University realm.
- Continue to utilize the Orange Public School App for more timeless information.
- Continue to utilize the Emergency Pop Up on the website for transmitting important, time sensitive information weekly.
- Provide Translations on all documents that are disseminated from schools and district offices.

3) Continue Parent and Student Councils at the Superintendent's Level

- Have monthly meetings with parents and students about academics as well as self-care supports; student council meetings will take place separately from the parent council.
- Continue the Bilingual Parent Advisory and ensure that the meetings are quarterly.
- Continue the Special Education Advisory Council Meetings and ensure that the meetings take place quarterly.
- Continue the Early Childhood Advisory Council Meetings and ensure that the meetings take place quarterly.

Goal #3: Facilities and Finance

The Orange Public Schools will continue to redesign the fiscal management, operations, and human resources of the organization to ensure a system of accountability, transparency, and efficiency for the optimal delivery of services.

1) Create a district budget under constraints that accommodates and supports the needs of central office departments, all schools and students while sustaining systems that have yielded results through a strategic assessment of data

- Analyze and clarify how all budgeted funds are allocated and expended at the department and school levels
- Examine and evaluate contracted services provided to the district and continuously improve effectiveness
- Identify and execute capital projects (short term/long term, prioritized, and categorized on the basis of need)

2) Implement innovations that empower teaching and learning as well as efficiently allocate funding within their locations

- Redesign district- and school-level organization charts that provide departments and schools with a blueprint of essential instructional and non-instructional positions
- Provide a new vehicle to budget more efficiently and effectively at the district and school levels
- Create a staff retention program via the Kathy Kram Model for novice educators district wide.
- Create a long-term and short-term facilities development plan to outfit buildings district wide in the effort of expanding programming throughout the school district.

Goal #4: Social and Emotional Supports

The Orange Public Schools will continue to ensure that all students will receive social and emotional support to become adaptable, confident citizens who embody self-awareness and strong interpersonal skills, and who are capable of responsible decision-making and managing their emotions and behaviors.

1) Provide research-based curriculum to strengthen students' social/emotional relationships

- Continue to utilize Restorative Practices as a means of providing effective supports to students in the effort of problem solving.
- Utilization of the ESSER II funding in mental health to provide students another avenue to combat social-emotional concerns and thus remediate areas of deficiency related to mental health.

2) Enhance community-based partnerships in order to assist students and families

- Utilize the District's community engagement officer to assist school-based staff with establishing partnerships to support families and students and thus have a vehicle to support families Pre-K through Twelve.
- Provide self-care supports for students and families based on surveys (conducted twice per year) as well as discussion with support staff members.

Oakwood Avenue Community School Song



Oakwood is the best school in town

And we go there everyday

Oakwood helps us do what is right

In the things, we learn and say

We've got the best school spirit

In this whole town

The teachers are the greatest too

Oakwood is the best school in town

And to Oakwood we'll be true.

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



ARRIVAL TIME FOR STUDENTS

School Level	Arrival Time for Students	End Time for Students
OAKWOOD AVENUE SCHOOL and all Elementary Level (including Pre-Kindergarten)	8:30 AM	3:00 PM

SCHOOL BELL SCHEDULES (NORMAL DAY, HALF DAY, DELAYED OPENING)

NORMAL DAY			HALF DAY			DELAYED OPENING			
ELEM	Normal Time	Duration	ELEM	Half Time	Duration	ELEM	Delayed Time	Duration	
PERIOD 1A	08:30 - 09:10	40 min	PERIOD 1A	08:30 - 09:00	30 min	PERIOD 1A	08:30 - 09:10	40 min	
PERIOD 1B	09:10 - 09:50	40 min	PERIOD 1B	09:00 - 09:30	30 min	PERIOD 1B	09:10 - 09:50	40 min	
PERIOD 2A	09:55 - 10:35	40 min	PERIOD 2A	09:30 - 10:00	30 min	PERIOD 2A	10:00 - 10:35	35 min	<<<Begin
PERIOD 2B	10:35 - 11:15	40 min	PERIOD 2B	10:00 - 10:30	30 min	PERIOD 2B	10:35 - 11:15	40 min	
PERIOD 3A	11:20 - 12:00	40 min	PERIOD 3A	10:30 - 11:00	30 min	PERIOD 3A	11:20 - 12:00	40 min	
PERIOD 3B	12:55 - 01:35	40 min	PERIOD 3B	11:00 - 11:30	30 min	PERIOD 3B	12:55 - 01:35	40 min	
PERIOD 4A	01:40 - 02:20	40 min	PERIOD 4A	11:30 - 12:00	30 min	PERIOD 4A	01:40 - 02:20	40 min	
PERIOD 4B	02:20 - 03:00	40 min	PERIOD 4B	12:00 - 12:30	30 min	PERIOD 4B	02:20 - 03:00	40 min	
LUNCH/RECESS A	11:20 - 12:10	30/20 min				LUNCH/RECESS A	11:20 - 12:10	30/20 min	
LUNCH/RECESS B	12:00 - 12:50	30/20 min				LUNCH/RECESS B	12:00 - 12:50	30/20 min	
LUNCH/RECESS C	12:45 - 01:35	30/20 min				LUNCH/RECESS C	12:45 - 01:35	30/20 min	

ARRIVAL/MORNING ROUTINE FOR STUDENTS

- Students are dropped off and will line up on the blacktop/lot adjacent to the building. During inclement weather students will proceed through the side doors to the gymnasium.
- Breakfast in the classroom will take form this school year.
- Students must arrive to school by 8:30 a.m. Attendance is vital to instructional supports for our students. We need our students on time and present each day.
- Teachers will meet their students in the blacktop/lot adjacent to the building (or the gymnasium during inclement weather) at 8:30 a.m.

DISMISSAL

- All students are dismissed at 3:00 p.m.
- Please arrive on time to pick up your child. On-time pick up is essential to a positive and productive home-school partnership.

- In the event that you are unable to pick up your child on a certain day, please provide prompt, written notification to the main office. Please include the name of the person who will serve in your capacity.
- Kindergarten, 1st grade, 2nd grade, and 3rd grade students are dismissed from the front entrance of the building (near the ramp) on Oakwood Avenue.
- Students in grades 4th, 5th, 6th, and 7th exit via the side doors (near the gym) on the blacktop/lot adjacent to the building.

Pick-up/Drop-off Parking

Parking is allowed for pick-up/drop-off of students in the Oakwood parking lot **ONLY**. For the safety of students crossing the street and to not disrupt traffic flow on Oakwood Avenue or discourage illegal parking on the housing property next door to the school, Oakwood has made available the parking lot adjacent to the playground (see the picture below) for parking.



We have over 40 spaces in this lot which will allow for easy transition to Oakwood Avenue Community School. As a school community, we must ensure student safety at all times and have to respect our neighbors by not hindering traffic or blocking their parking spaces on their private lot.

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.

Student Attire



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 wears 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

STUDENT ATTIRE

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

The following items of clothing are considered to be inappropriate and are not to be worn:

- Blouses or sweaters that show a bare midriff, halter tops, bandanas, tank tops, tops with thin straps, short shorts, short mini-skirts, clinging or form fitting spandex leggings (*without the appropriate length skorts, shorts, skirt, or dress*), pants/jeans worn below the waist, and pants/jeans with rips 4" above the knee (including any rip that shows through to skin, undergarments, or fabric.). All flannel-type pants and sleepwear are not permitted.
- Hooded sweatshirts (hoodies) are not permitted to be worn in the building. Parents are encouraged to provide students with (non-hooded) sweaters if needed.
- Appropriate and safe footwear must be worn at all times. Specifically, no flip-flops or “sliders” are not to be worn due to the safety factor when using stairs. All sandals must be secured at the toes and ankle for safety.

CHROMEBOOKS

Students are to bring their district issued Chromebook to school on a daily basis; fully charged.

COMMUNICATION

- All teachers and staff will be connected to our students and families using “Class Dojo.” Please ensure you have connected with your child’s classroom teacher on this platform and check the “school story” daily for any announcements.
- E-mail & phone blasts will also be used to communicate with families. Please ensure you have updated your contact information in Genesis. It is imperative that all school personnel have the most update information for your household.
- Being able to communicate with our parents is extremely important. Please ensure that all your information is updated. You will receive calls from our secretaries to check and update your information in Genesis.
- Parent Portal will be the means of accessing all your student’s important information, his/her progress/grades, missing assignments, and other concerns that might impact your student’s performance or well-being. If you have not done so, please ensure that you sign up for parent portal.
- Please listen to phone blasts sent by the school and/or District. They include important information and guidance. This is even more important in these uncertain times.
- If you have not signed up for the Orange App, you can download on your Android or Apple iPhone.
- The School District’s social media platforms are a great source for posting updates & important information as well as celebrating and sharing photos of our fun activities. You can also follow our school on the following social media platform below:
 - **Twitter:** @oacs135
 - **Instagram:** oacs135
 - **Facebook:** @oakwoodavecommunityschool

Contacting Teachers



All teachers should be contacted by email, Class Dojo or other parental contact application. **Keep in mind that instructional time cannot be disrupted for any reason.** In addition to contacting your child’s teacher directly you may also email the Guidance Counselor Ms. Venable at venablpa@orange.k12.nj.us and Principal Mr. Gaines at gaindana@orange.k12.nj.us

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 will 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 is recorded to the state and documented on the students' permanent state record!

Forms

Students will receive the emergency contact form on the first day of school. Please review and complete the emergency form and other corresponding forms by September 14, 2022. It is important that these forms are returned so we are able to have active communication with you throughout SY 2022-23.

Make-up work

Make-up work is to be completed in a reasonable period of time after the student returns to school/virtual learning. 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).

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 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

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 CHECK TO ASSURE YOUR CHILD'S HOMEWORK ASSIGNMENTS ARE COMPLETED 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 1-7)

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
located on the District Website
<http://www.orange.k12.nj.us/>**

Parent Conferences and Report Cards



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! A Collaborative Action Plan must be initiated.
- ❖ Parent/Teacher conference dates are:
 - o November 15, 2022 from 5:30pm - 7:30pm
 - o March 15, 2023 from 1:15pm - 4:00pm and March 16, 2023 from 5:30pm – 7:30pm

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 email the teacher as well as Guidance Counselor Ms. Venable at venablpa@orange.k12.nj.us and Principal Mr. Gaines at gaindana@orange.k12.nj.us

Report Card and Marking Period Dates – SY2022-23

Orange Township Public School District

2022-2023

Interim & Marking Period Report Card

Grade Posting Window Schedule

as of July 13, 2022

Reporting Period	Marking Period End Date	Posting Window Opened	Posting Window Closed	Distribution
Interim Report Card 1	Friday 10/7/22	Friday 9/30/22	Tuesday 10/11/22 4:00pm	Thursday 10/13/22 End of Day
MP1 Report Card	Monday 11/14/22	Monday 11/7/22	Monday 11/18/22 4:00pm	Conferences (8-12) 11/22/22 5:30-7:30 (8-12) 11/21/22 5:30-7:30
Interim Report Card 2	Friday 12/16/22	Wednesday 12/7/22	Wednesday 12/21/22 4:00pm	Friday 12/23/22 End of Day
MP2 Report Card	Friday 1/27/23	Friday 1/20/23	Friday 2/3/23 4:00pm	Tuesday 2/7/23 End of Day
Interim Report Card 3	Monday 3/6/23	Wednesday 3/1/23	Friday 3/10/23 4:00pm	Conferences (8-12) 3/13/23 5:30-7:30 (8-12) 3/14/23 1:15-4:00 (PreK-7) 3/15/23 1:15-4:00 (PreK-7) 3/16/23 5:30-7:30
MP3 Report Card	Monday 4/17/23	Wednesday 4/12/23	Wednesday 4/19/23 4:00pm	Friday 4/21/23 End of Day
Interim Report Card 4	Friday 5/19/23	Thursday 5/11/23	Friday 5/26/23 4:00pm	Tuesday 5/30/23 End of Day
MP4 Report Card	Tuesday 6/20/23	Thursday 6/15/23	Wednesday 6/21/23 3:00pm	Friday 6/23/23 12:30 PM

Dates are subject to change at the discretion of the Superintendent of Schools

Orange District Calendar – SY2022-23

Orange Township Public School District – 2022-2023 Calendar

Gerald Fitzhugh II, Ed.D.
Superintendent of Schools

Approved 2/8/2022



Jason E. Ballard, CEFM, QPA, RSBO
Business Administrator/Board Secretary

Tina Powell, Ed.D.
Assistant Superintendent for Innovation & Systems



1 & 2 Professional Dev. For Staff Only	<table><tr><th colspan="7">Staff 21 SEPTEMBER 18 Students</th></tr><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr><tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr><tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr><tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr><tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr></table>	Staff 21 SEPTEMBER 18 Students							S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		<table><tr><th colspan="7">Staff 15 FEBRUARY 15 Students</th></tr><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr><tr><td>26</td><td>27</td><td>28</td><td></td><td></td><td></td><td></td></tr></table>	Staff 15 FEBRUARY 15 Students							S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28					20-24 District Closed Winter Break							
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The calendar includes 188 contractual certificated staff days and 183 contractual contact student days. There are 3 snow days or emergency closing days built into this calendar. Should the District use more than 3 emergency closing days the days will be used at the discretion of the Superintendent of Schools

OEA Day 12:30 Dismiss Students Parent Conf. Gr. 8-12 12:30pm Dismissal Parent Conf Prek-7 12:30pm Dismissal District 12:30 pm Dismissal

District Closed for Staff and Students

Professional Development Staff Only

12:30 Dismissal Students Only

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. **This also includes at all times that the student is engaged in Virtual Learning.** All students are expected to abide by school and district policies and regulations as noted in the **Orange Code of Conduct Handbook**. **Failure to do this may bring about disciplinary intervention.**

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) or contact Principal Mr. Gaines at gaidana@orange.k12.nj.us
- 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 – Policy #5600

Parents are strongly encouraged to monitor their child's academic progress and behavior via the District's Parent Portal and Classroom Dojo.

Cellular Telephones & Electronic Use



(In accordance with Orange Board of Education District Policy 5516) Students are not permitted to have turned on or use any form of a cell phone or electronic hand-held device on school grounds during the school day or when

the student is participating in a curricular or school-sponsored co-curricular activity. A student's personal cellular phone/device may only be used on school grounds in an emergency situation or before and after the school day or with the permission of a school staff member supervising the student in a curricular or school-sponsored co-curricular activity.

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 are implemented in all of the schools in the District of Orange:

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.

Oakwood Avenue Community School
Emergency Response Team

Dana Gaines – Principal
Cynthia Jackson - Secretary
Veronica Holmes – Security
Lakenya Francis Rolon – Teacher
Judith Powell – School Nurse
Vicki Wright - Paraprofessional
Pamela Venable – School Counselor
Roena Forbes – Head Custodian

Contacts:

OACS Principal: Mr. Gaines gaindana@orange.k12.nj.us
or reach us at 973-677- 4095

OACS Nurse: Ms. Powell powellju@orange.k12.nj.us
or reach us at 973-677- 4000 ext. 16750

OACS Counselor: Ms. Venable venablpa@orange.k12.nj.us
or reach us at 973-677- 4000 ext. 16810

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.

For additional guidance please contact the school counselor Ms. Venable at x16810/venablpa@orange.k12.nj.us or contact Principal Mr. Gaines at gaindana@orange.k12.nj.us

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



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).

Money and Valuables



Students are not to bring money or valuables 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 any classroom or area within the school.

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.

OACS Leader Expectations

BE RESPECTFUL	BE RESPONSIBLE	BE PRODUCTIVE
● Be Nice ● Help Others ● Listen to and Follow Directions ● Take Care of School Property	● Be on Time ● Wear Your Uniform Daily ● Come prepared to Class ● Complete Your Homework	● Participate in Class ● Try Your Best ● Stay on Task ● Finish Your Work

Oakwood Avenue Community School Parent & Student 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 15, 2022.** 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,

Dana Gaines

Dana Gaines
Principal

Parent Name (please print)

Parent Signature

Student Name (please print)

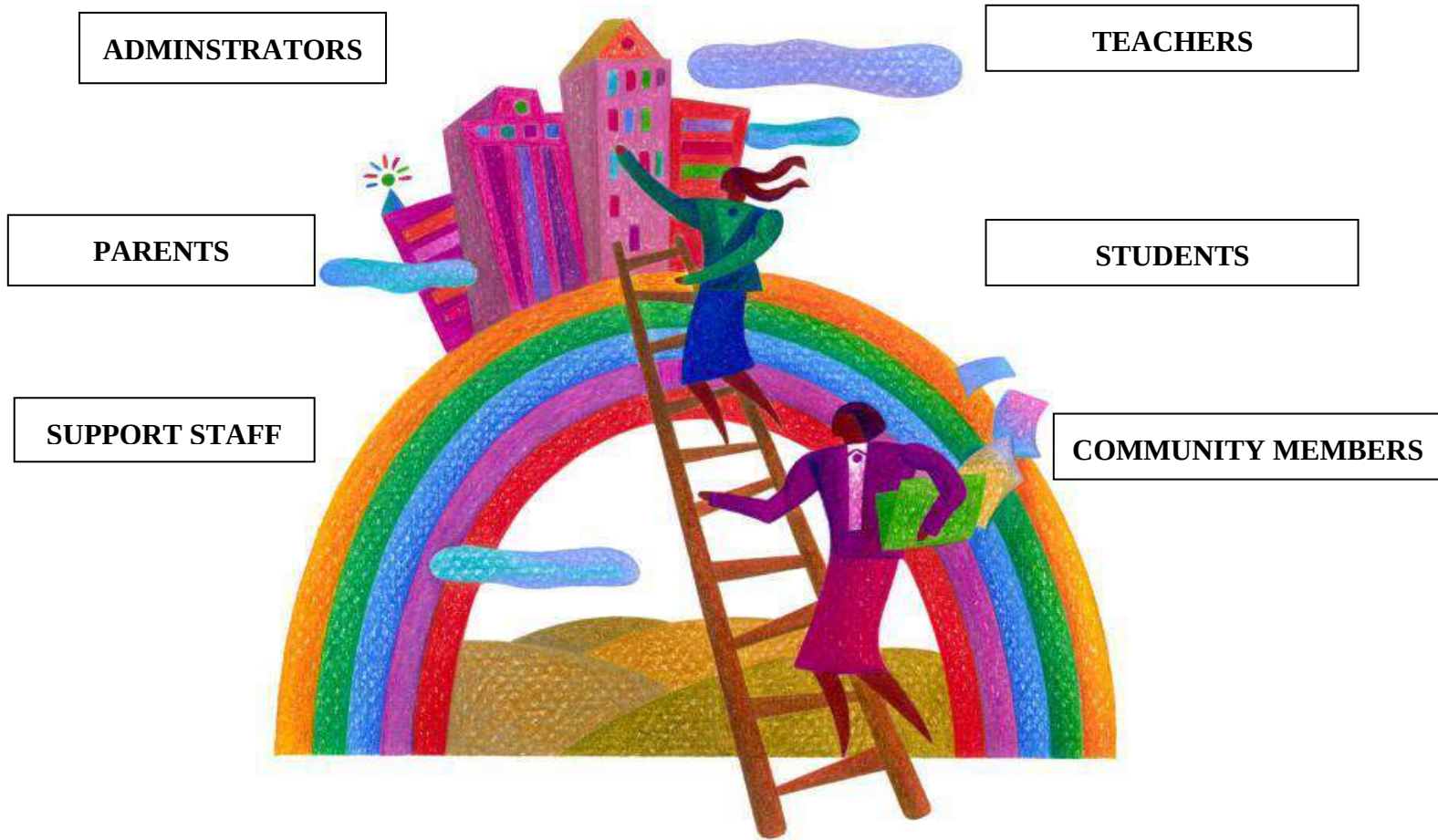
Student Signature

Grade

Date _____

Homeroom Teacher's Name _____

Oakwood Avenue Community School



“WORKING TOGETHER”