

# OAKLAND ELEMENTARY SCHOOL



**Student Handbook  
2019-2020**

# Oakland Elementary School

5505 Godwin Boulevard

Suffolk, Virginia 23434

Phone: 757-923-5248 • Fax: 925-5622

September 2019

Dear Parents and Students:

Welcome to Oakland Elementary School! Our teachers and staff have been working diligently in planning exciting and challenging activities for a successful school year.

We invite parents and guardians to visit and support our students and our school. I believe that by all of us working together as a team we can make this a successful school year. It's parental enthusiasm, support and involvement that inspire children to do their best. Together we can achieve great things.

The pages of this handbook are filled with important information regarding school procedures. I recommend that parents and students review the contents of this handbook together. If you have questions that remain unanswered after reading the handbook, please call the school for clarification. It is my desire to maintain open and clear communication between school and home.

Please keep this handbook in a convenient location, to use as a reference throughout the school year. At Oakland, we feel very strongly that the success of our educational program can only be enhanced with your support.

Again, I would like to welcome you to Oakland Elementary School. I look forward to working with you this year and celebrating the growth and achievements of our students. Together we can provide the best possible educational experience for all of our students.

Sincerely,

*Temesha D. Dabney*

Temesha D. Dabney  
Principal

# Oakland Elementary School

2019-2020

## **Administrative Team**

Mrs. Temesha Dabney	Principal
Mrs. Lisa Rath	Asst. Principal
Mrs. Erica Grant-Hudson	School Counselor
Mrs. Melissa Phillips	Academic Coach
Mrs. Robin Moore	Secretary
Ms. Kendra Holloway	Bookkeeper
Mrs. Mary Atkins	School Nurse

**School Phone Number:** 757-923-5248

**School Fax Number:** 757-925-5622

**Office Hours:** 8:30 a.m.—5:00 p.m.

**Student Instructional Hours:** 9:00 a.m.—3:50 p.m.

**School Colors:** Maroon and Turquoise

**Mascot:** Braves

## **Vision Statement**

Our vision at Oakland Elementary School, in collaboration with its community, is to provide an educational program that targets success for every student, every day, in an environment that encourages quality, equality, dignity and respect. Our children will become self-motivated, lifelong learners who are contributing members of a global society.

## **Mission Statement**

To provide student-centered instruction that prepares students to become responsible world citizens and lifelong learners.



## **Motto:**

*To Proficiency and Beyond ~ Excellence Begins Here*

## Oakland Elementary Information

### ARRIVAL/PICK-UP

School personnel cannot assume responsibility for students who are brought to school before **9:00 a.m.** Therefore, students should not arrive prior to that time. Students that arrive after 9:25 a.m. must be accompanied with an adult (18 or older) to the office to receive a tardy pass. Parents are able to drop off students at the Parks and Recreation entrance from 9:00 a.m.—9:20 a.m.

The front entrance should not be used as a drop off/pick up point unless visiting the school and utilizing the handicap parking spaces. A handicap tag or plate must be identifiable on the vehicle if parking in these areas. Parking along the curbside is not permitted. Vehicles are subject to tow or ticket for parking in unauthorized spaces. Visitors should park in the staff parking lot located on the side of the building.

Please note that the instructional day begins at 9:25 a.m. and ends at 3:50 p.m. We ask that parents ensure students arrive prior to 9:25 a.m. and remain at school until 3:50 p.m. Note that if your child arrives late and/or is picked up early, he/she will be missing instructional time and will be required to complete any missed assignments.

### AUTHORIZATION FOR PICK-UP

If someone other than the parent or guardian is to pick up your child and not listed on the Student Information Form, a note signed by the parent must be sent that morning to the teacher. Parents are also encouraged to complete a Student Information & Emergency Contact Form. This form will authorize individuals to pick-up your child anytime during the year until you inform the office of a change. This form will be kept in the office. Individuals picking up students will be required to show a picture ID. Authorized individuals must be at least 18 years old.

### BICYCLES

Due to the dangers involved, students are not allowed to ride bikes to and from school.

### BUSES

All students in zone or approved via waiver are assigned to a bus that will provide transportation to and from school each day. Bus drivers are not allowed to pick up or take home any additional students without permission from the principal or transportation department. A parent/guardian must send a permission note to the school office if a student is to ride a different school bus by 11:00 a.m. **Without written parent notification, a student must ride his/her regular bus. A phone call to the school will not be accepted for safety reasons.**

## **BUS EXPECTATIONS**

Students are expected to maintain appropriate behavior while on the bus. Students not following bus expectations will be given a bus violation report which will result in disciplinary action to include parental involvement, bus suspension, in-school suspension or out of school suspension.

## **CAFETERIA**

The cafeteria serves breakfast and lunch daily. Each student will have a cafeteria computer account number. The students key in their individual numbers on a keypad in the serving line. The computer will automatically deduct the amount used for each meal. A menu will be sent home on the last Tuesday of the month. Parents may pay online through myLunchmoney.com.

## **COMMUNICATION FOLDERS (K-5)**

Each Tuesday, students will bring home a folder containing work samples, weekly progress reports and memos/notes for parents to review.

## **CONFERENCES**

Your child's teacher welcomes the opportunity to discuss your child's progress with you. Although two Parent Teacher Conferences have been scheduled, the school encourages you to arrange conferences when you need to have a discussion with your child's teacher. Please contact your child's teacher to schedule an appointment. Conferences may be scheduled before 9:00 a.m. or after 4:10 p.m.

## **DISCIPLINE**

It is believed that self-discipline is the best form of control of any group of individuals. When students do not exercise this self-control, it becomes our duty to impose methods to ensure proper individual and group behavior.

Positive Behavioral Interventions and Support (PBIS) will be continued for the 2019-2020 school year. PBIS is a way for teachers and staff to encourage students to show appropriate behavior in school and on the bus. With PBIS, our students learn about appropriate behavior. They will also have the opportunity to earn tickets or bucks to redeem for rewards. Additional Information and expectations will be shared with students and parents in September.

## **FIRE DRILL**

Fire drills are conducted at school on a monthly basis for your child's safety. For the first month of school, they are scheduled once a week.

## **HONOR ROLL**

Students in grades 1-5 are eligible for the Honor Roll. Students who earn all A's/B's on their report card qualify for the Honor Roll. Students who earn all A's will be on the Principal's List. The B.U.G. Award (**B**ringing **U**p **G**rades) will also be given to students who bring up a grade in one or more subjects without dropping in any other subjects. The B.U.G. Award will be begin the second nine weeks.

### MEDICATION

If a routine medication must be taken by a student during the school day, a medication form must be completed by the physician, signed by the parent and turned in to our school nurse. Only the school nurse and staff designees are permitted to administer medications approved by a physician. **STUDENTS ARE NOT TO TRANSPORT MEDICATION TO AND FROM SCHOOL.**

### METAL DETECTORS

Hand held metal detector checks will be made on a random basis throughout the year. Students will be checked as they get off the school bus or as they enter their homeroom.

### PICTURES

Individual and group pictures will be taken in the Fall and Spring. Information packets will be sent home the week before the picture date. Fall pictures will be taken on **October 14th** and Spring pictures will be taken **March 19th.**

### PTA (Parent Teacher Association)

The Oakland PTA invites all parents, grandparents, uncles, aunts and friends to become members. The PTA meets on the first Tuesday, at 6:00 p.m. most months. Membership is important to our school community. P.T.A. dates for the 2019-2020 school year are as follows:

**September 10, 2019**

**October 1, 2019**

**November 19, 2019**

**December 3, 2019**

**January 14, 2020**

**February 4, 2020**

**March 10, 2020**

**April 7, 2020**

**May 5, 2020**

### SCHOOL SCHEDULE

9:00 a.m.—9:25 a.m.	Students report to classrooms and breakfast is served in the cafeteria.
9:20 a.m.	Morning Announcements
9:25 a.m.	Instructional day begins
3:50 p.m.	Instructional day ends/Dismissal

### STUDENT RECOGNITION ACTIVITIES

Students are recognized for many accomplishments throughout the school year. These special awards help motivate our students to do their best.

### TARDINESS

All students who arrive after 9:25 a.m. must report to the office with an adult to receive an admittance pass. Late bus arrivals do not constitute a tardy and do not require a pass to class.

### TELEPHONE

Students are allowed to use the school telephone for *emergencies only*. Permission must be given by a teacher or staff member.

## **VISITORS**

All visitors and parents must report to the office upon entering the school building. Parents/Visitors must sign-in using the Raptor System and wear a “Visitors” sticker to visit any area in the building. Parents or visitors that are not serving as a volunteer are not permitted to visit classrooms once the school day has started.

**The information in this handbook should be reviewed by parents and discussed with their children. Students will be held accountable for all rules and regulations in this handbook.**