

Oakland Elementary School



Student Handbook 2023-2024

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Oakland Elementary School

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Suffolk, Virginia 23434

Phone: 757-923-5248 • Fax: 925-5622

September 2023

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. Our theme for the 2023-2024 school year remains: **Kindness is our Superpower.**

We encourage parents and/or guardians to take an active role in their child's educational process by working together. This will help ensure the success of all students. Parental support and involvement are important to inspire children to do their best. We know that together we can achieve great growth this school year.

This handbook is filled with important information regarding school procedures. We recommend 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 our desire to continue to maintain open and clear communication between school and home.

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

Again, we would like to welcome you to Oakland Elementary School. We 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,

Candace E. Myrick
Candace E. Myrick
Principal

Lisa W. Rath
Lisa W. Rath
Assistant Principal

Oakland Elementary School

2022-2023

Administrative Team

Ms. Candace Myrick
Dr. Lisa Rath
Mrs. Kandace Taylor-Tysinger
Mrs. Nicole Blankenship

Principal
Assistant Principal
School Counselor
Academic Coach

Office Staff

Mrs. Robin Moore
Ms. Kendra Holloway
Mrs. Mary Atkins

Secretary
Bookkeeper
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, and 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

Student arrival is from 9:00 a.m - 9:25 a.m. 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. Parents are able to drop off students at the Parks and Recreation entrance (Door #3) from 9:00 a.m. - 9:25 a.m. 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.

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. **Picking up your child before 3:30 p.m. each day or too frequently is detrimental to their academic success as they are missing valuable instruction.**

ATTENDANCE

All students are expected to **come to school daily.** The effectiveness of the academic program can be fully realized only when students are in attendance and are involved in their class activities daily. When students are absent from school, a parent/guardian must send a signed note including: the reason and date(s) of the absence, the student's full name, the teacher, and grade. The note should be sent to the child's teacher on the date he/she returns to school. However, **the Virginia Department of Education has implemented the monitoring of absences whether excused or unexcused.** School Board policy states that elementary students who miss in excess of twenty (20) unexcused days a year may be retained.

Please refer to the Suffolk Public Schools Student Handbook for more information on Truancy Team meetings and the district's course of action for excessive school absences.

AUTHORIZATION FOR PICK-UP

If someone other than the parent or guardian is to pick up your child and is not listed on the **Student Information Form**, a note signed by the parent must be sent that morning to the teacher. Parents should also 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 always 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 the OES zone 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 before 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. It is required that students sit “**back to back, bottom to bottom, bookbag in lap**”, and should be facing forward at all times. Students not following bus expectations will be given a bus referral which will result in disciplinary action to include parental involvement, bus suspension, in-school suspension or out of school suspension.

Early Start and Kindergarten students must have an ADULT at the bus stop in the morning and afternoon. If there is not a parent at the stop in the afternoon, the driver will bring him or her back to school and the student will have to be picked up by parent/guardian.

CAFETERIA

The cafeteria serves breakfast and lunch daily. The lunch menu is available on Suffolk Public Schools’ website. Parents may pay online through myLunchmoney.com. For other lunch details please refer to the district handbook for guidance.

CELL PHONES

Cellphones are **not** permitted at the elementary school level by students. If it is absolutely necessary for your child to have a portable communication device, you must complete the **Parent Permission Form for Student Use of Portable Communication Device**. This form can be obtained from the front office. If approval is granted for your child to have a portable communication device, such as a cell phone, at school your child must abide by the following:

- Cannot display, use, activate, or permit portable communication devices to be activated during the instructional day. The instructional day includes, but is not limited to, lunch break, and any other structured or unstructured instructional activity that occurs during the normal school day, including while on the school bus;
- Must ensure that their devices are **turned off** and **out of sight** during the instructional day;
- Cannot use any portable communication device during the hours of the regular school day nor while on the school bus;

- Can only make use of a portable communication device before or after the instructional day, as long as the portable communication device is not used inside school buildings or on school buses;
- Can only make use of a portable communication device at after-school activities, including outdoor spectator events, provided they do not interfere with the after-school activity and their use conforms to directives of the building principal or designee.

COMMUNICATION FOLDERS (K-5)

Each Tuesday, students will bring home a communication folder for parents to review.

CHROMEBOOKS

Damage to student Chromebooks has a significant financial impact on Suffolk Public Schools in parts and labor. This damage ranges from cracked displays, damaged keyboards, case damage, to complete destruction. **Normal wear and tear** is defined as: expected depreciation that results from daily use not damages as a result of neglect or abuse. Normal wear and tear is as follows: case, keyboard, mouse pad, hinges and other external parts may show light wear and/or light scratches and marks, but no structural cracks or flaws. **Neglect or abuse** is as follows: cracks in the display, case, covers or hinges, missing or damaged keyboard keys, damaged ports, paint or other markings not from the school district, damage to the camera, damage to the charger, liquid damage, thermal damage, or any other damage that was due to neglect or abuse.

Users should take appropriate care and precautions to ensure the longevity of the school issued Chromebook. **Best practices** are: power the device off when not in use, place it in a sleeve or other case to protect it while it is not being used, do not use it near food or liquids, keep it clean, don't leave it in a hot or cold location, place it in a secure location when it is not in use, and only use the original charger to charge the device.

Alterations of any form are not considered normal wear and tear. Drops, spills, and liquid immersion are not considered normal wear and tear.

The repair/replacement fee will be charged to every student who has a damaged device. The purpose is to offset the replacement costs of providing repairs or replacement to student issued Chromebooks.

All students with a damaged device will be charged a \$25.00 fee for each occurrence. This fee includes replacement chargers.

Students who have lost their device and do not have a police report indicating the device was stolen will be charged \$100.00

Students who have damaged the Chromebook beyond repair will be charged a \$100.00 fee.

A student with a Chromebook damaged in house fire or other natural disaster must return the damaged device in order for the lost/stolen fee to be waived.

Students who are withdrawing from Suffolk Public Schools will be charged as described above if they return a damaged device or fail to return the device.

Warranty related issues will not incur any charges.

All fees will be collected at the school level and remitted to the Suffolk Public Schools Finance Department.

Students that do not pay the damage fee will not be permitted to take the Chromebook home. Loaners will be limited

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. The best way to reach your child's teacher for a conference will be via email or ClassDojo. If you call the main office, a message will be taken for the teacher, in order to not disrupt learning.

DISCIPLINE

It is the goal of our school to provide an environment that is safe and free of disruptions that adversely affect the opportunity for teachers to teach and students to learn. We endeavor to establish reasonable behavioral expectations and work with students to achieve not only academic proficiency but also to develop into responsible citizens.

PBIS (Positive Behavior Interventions and Supports) is a process used to maintain discipline and to create a safer and more effective school. PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. 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 rewards.

Our school-wide expectations for students and staff are to **Be Brave, Be Respectful, Be Excellent**. Below is a detailed matrix of our school-wide expectations:



Oakland Elementary

Be Bold
Be Brave
Be You

Expectations	Definition	Bus & Ramp	Hallway & Bathrooms	Cafeteria	Playground	Classroom
Be Brave	Show courage and stand up for what is right.	*Bottom to bottom, back to back, backpack in your lap	*Report issues to an adult. *Flush/Wash/Leave *Throw trash away	*Take responsibility to get everything you need before you sit down *Clean your area	*Be kind and considerate *Report any unsafe behavior to an adult *Use recess doors	Fill in below or use alternate form: <u>Examples:</u> Take ownership of your work Be a leader
Be Respectful	Be polite to staff, others, and self.	*Greet Driver *Kind Words *Inside Voice *Walk	*Walk/Wait quietly *Acknowledge & greet staff and students *Accept your place on the green *Keep water in sink *Respect wall projects	*Kind words *Inside voice *Eat your own food *Accept your place in line	*Share *Good sportsmanship *Appreciate nature *Care for recess equipment *Stay within boundaries	Fill in below or use alternate form: <u>Examples:</u> Listening Accept consequences Follow dress code
Be Excellent	Be a role model and lead by example.	*Share seats *Show self control *Be a problem solver	*Help others in need *Respect others' privacy *Turn in lost items *Know the codes	*Greet and say please and thank you *Talk quietly *Lead by example	*Be patient with others during play *Invite others to play with you *Wear weather-appropriate clothes	Fill in below or use alternate form: <u>Examples:</u> Strive to always be your best Take on leadership Complete high quality work

Once a Brave, Always a Brave

DONATED SNACKS

While we appreciate the thoughtfulness of parents and community members, we are not permitted to accept donated snacks. This is due to allergies and student safety. Please refrain from sending in snacks for the class unless requested by the teacher for an activity.

EARLY DISMISSAL (OCCASIONAL PICK-UP) PROCEDURES

Although dismissal prior to 3:30 p.m. is not recommended on a frequent basis. If a student is occasionally picked up for early dismissal, he/she must be picked up before bus dismissal begins (by 3:30 p.m.). This will ensure your child is not added to our "End-of-the-Day" dismissal list for buses/parent pick-up lines and provides ample time to pack up their supplies and dismiss. This pertains to students who are not everyday parent pick-ups. If you arrive after 3:30 p.m. your child may be placed on the school bus.

EVERY DAY CAR RIDERS

Parents are asked to participate in the car rider program *if their child is not riding the school bus to and from school or in an afterschool program at OES.* Parent drop off will begin at 9:00AM and end promptly at 9:25 a.m.. Parent pick up for those participating in the Car Rider Program will begin at 3:40 p.m. and end promptly at 4:00 p.m. Parents

must have placards visible daily for student pick up. If the placard is not visible, parents will be required to come into the building to sign out the student(s). Parents must be prepared to show their identification daily and sign out their student(s). Only those names included on the application will be allowed to pick up the student. NO EXCEPTIONS. Car riders will use the Parks & Recreation entrance (Door # 3). Applications to participate in the Car Rider program will be available prior to the start of school.

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.

MEDICATION

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

METAL DETECTORS

In efforts to increase safety and security of our students and staff, school's received Opengate metal detectors. These metal detectors will be used in many different capacities. Students and visitors will walk through these devices to enter the school. All visitors are subject to search upon entering the school building. In addition, random metal detector checks in classes will also still occur throughout the year.

PICTURES

Individual pictures will be taken during the early fall and spring seasons. If parents wish to purchase pictures, checks are payable to Lifetouch Studios. Dates for school pictures will be announced and notices will be sent home, posted to the school website, and posted to Classdojo.

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. PTA dates for the 2023-24 school year will be announced and notices will be sent home, posted to the school website, and posted to Classdojo.

SCHOOL MEALS

Breakfast and lunch will be free of charge for the 2023-2024 school year for all students. Suffolk Public Schools will continue the bag-and-go breakfast. The cafeteria will take cash for snacks, however; change cannot be provided. Any excess money will be put on the student's account. Parents can add money directly to the student's account at family.titank12.com or on the Titan app.

SCHOOL SCHEDULE

9:00 a.m. - 9:25 a.m.	Students report to classrooms. Grab and go breakfast is available.
9:20 a.m.	Morning Announcements
9:25 a.m.	Instructional day begins
3:50 p.m.	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. Some special recognitions are Honor Roll, Principal's List, Perfect Attendance, and PBIS Student of the Month.

TARDINESS

All students who arrive after 9:25 a.m. must report to the front office with an adult to receive a tardy 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. Personal cell phones are not permitted for students.

VISITORS

All visitors and parents must report to the front kiosk or office upon entering the school building. Parents/Visitors must walk through the metal detector and sign-in using the **Raptor System** with a photo ID and wear a "Visitors" sticker to visit any area in the building. Parents and visitors that are not permitted to visit classrooms.

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.