

# OAKLAND ELEMENTARY SCHOOL



**Student Handbook  
2020-2021**

# Oakland Elementary School

5505 Godwin Boulevard

Suffolk, Virginia 23434

Phone: 757-923-5248 • Fax: 925-5622

September 2020

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 encourage parents and guardians to take an active role in their child's educational process; as we work together, to help ensure the success of all students. Parental enthusiasm, support and involvement that are important to inspire children to do their best. I know that together we can achieve great growth this school year.

The pages of this handbook are filled with important information regarding school procedures. I 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 my desire to continue 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,

*Candace E. Myrick*

Candace E. Myrick  
Principal

# Oakland Elementary School

2020-2021

## **Administrative Team**

Ms. Candace Myrick	Principal
Dr. Lisa Rath	Asst. Principal
Mrs. Erica Grant-Hudson	School Counselor
Ms. Kelly Cohen	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, 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

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 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 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. 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 student keys in their individual numbers on a keypad in the serving line. The computer will automatically deduct the amount used for each meal. The lunch menu is available on Suffolk Public Schools' website. 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 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 tickets or "Brave Bucks" to redeem for 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*

## 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 begin the second nine weeks.

## 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 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.** Medication must be brought to the school nurse by a parent or guardian.

## **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.

## **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 2020-2021 school year are as follows:

<b>September 22, 2020</b>	<b>February 2, 2021</b>
<b>October 6, 2020</b>	<b>March 2, 2021</b>
<b>November 10, 2020</b>	<b>April 13, 2021</b>
<b>December 1, 2020</b>	<b>May 4, 2021</b>
<b>January 12, 2021</b>	

## **SAFETY DRILLS**

Fire drills are held at school on a monthly basis for everyone's safety. During the first month of school, fire drills will be practiced once a week. Weather drills are practiced twice a semester and crisis drills are practiced once a month. Bus evacuation drills are also practiced twice a year. Random metal detector checks are conducted regularly.

## **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 front kiosk or 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.**