

PARENT/STUDENT HANDBOOK

2009-2010



OXFORD CENTRAL SCHOOL

OXFORD CENTRAL SCHOOL
17 Kent Street
Oxford, N.J. 07863

Phone: 908-453-4101
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www.oxfordcentral.org

Mr. Robert J. Magnuson
Chief School Administrator

Mrs. Patricia Decibus
Business Administrator

Miss Milissa Dachisen
Vice-Principal

September 2009

Dear Parents and Guardians:

As the new school year begins, it is essential that you and your child are as familiar with the operation of Oxford Central School as possible. This handbook has been designed to give you specific information regarding school rules, regulations, and policies.

Please take time to review this handbook with your child. If at any time you need additional clarification of the information or have any other questions or concerns, please feel free to contact the administration.

We are looking forward to an excellent educational experience for your child this school year.

Sincerely,

Bob Magnuson
Chief School Administrator

Milissa Dachisen
Vice-Principal

Affirmative Action Officer	Miss Milissa Dachisen	
Assistant to Business Administrator	Mrs. Carol Halloran Mrs. Diana Ramkelawan	
Art	Mrs. Leslie Nemeth	
Basic Skills	Mrs. Millie Hahn Mrs. Leslie Nemeth	
Cafeteria Staff	Maschio's Food Service	
Child Study Team		
Director of Special Services	Miss Milissa Dachisen	
CST/Vice Principal Secretary	Mrs. Helen Diaz	
LDTC	Mrs. Laurie Pillis	
School Counselor	Mr. Michael Kenney	
School Psychologist	Mrs. Marlene Saraiva	
Speech	Mrs. Laurie Pillus	
Classroom Aides	Miss Sara Braunstein (WHHS) Mrs. Angela Gilberti Mrs. Wendy Greenwald Mrs. Nancy Lilly Mrs. Patricia Mound Mrs. Kathleen Oswald Mrs. Sarah Payne Mrs. Eileen Ruskan Mrs. Melissa Rush Mrs. Deborah Tietz Mrs. Michelle Trainello	
Family Life / Physical Education	Mrs. Renee Hart	
Family Life /Physical Education	Mr. Robert Causton	
GATE Coordinator	Mrs. Jennifer Saxton	
Maintenance / Custodial	Mrs. Caroline Tate Mr. William Suyker Mrs. Judy Ross	
Music	Mrs. Shirley Firling	
Nurse	Mrs. Marianne Nyman	
Spanish	Mrs. Macarena Leon-Berke	
Special Education	Mrs. Patricia Carr Mrs. Wanda Christiansen Mrs. Kathy Dechert Mrs. Stacy Drechsel	Mrs. Millie Hahn Mrs. Kim Newell Mrs. Shannon Pettinelli Mrs. Melissa Remaly Mrs. Jennifer Saxton
School Secretary	Mrs. Linda Miller	

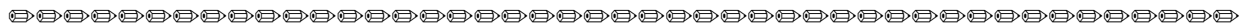
Parents are reminded that staff coverage of students starts at 8:10 a.m. Parents should not send their child to school before this time.

SCHOOL HOURS

Arrival Time 8:10 a.m. - 8:20 a.m.
School Begins 8:20 a.m.
Homeroom/Opening Exercises 8:20-8:30 a.m.
Dismissal 3:00 p.m. - (Bus students dismissal at 2:55 p.m.)

EARLY DISMISSAL - 12:30 P.M.

Grades Kdg. through 8 8:20 a.m. - 12:30 p.m.
Lunch is not served.



DELAYED OPENING (2 hours)

Grades Kdg. through 8 10:20 - 3:00 p.m. (Bus students dismissed at 2:55 p.m.)
Inclusive PreSchool 10:20 - 12:30 p.m.

In the event of a delayed opening, lunch is served.

EMERGENCY CLOSING

In the event that school will be closed due to inclement weather or other reasons, you can listen to the following radio stations: WODE (FM 99.9), WLEV (FM 100.7), WRNJ (AM 1510), WCTO (FM CAT Country 96), WEST (AM 1400) and Channel 69 (cable television). **The school district will also utilize a broadcast calling feature to alert each household of a school closing or delayed opening.**

In the event of the need for an emergency closing during the school day, an announcement will be heard via the local radio and television stations by 11:00 a.m. It is imperative that the school have up to date phone numbers and alternative child care contacts on file at all times.

DISTRICT MISSION STATEMENT

The Oxford Township School District views as its mission the development of every student in a challenging, yet caring educational environment where the foundation for a lifetime of learning is laid by a competent and dedicated staff working as partners with parents and the community at large in order to produce students who will be able to make positive contributions to their community throughout the 21st century.

PHILOSOPHY OF EDUCATION

The Oxford Township School District is dedicated to providing knowledge as outlined by the New Jersey Core Curriculum Content Standards and Work Place Readiness Skills to serve as the minimum level of achievement for its students. Acting as facilitators, Oxford Staff will guide their students through an ever-changing educational environment, allowing them to expand their knowledge. Investigation, evaluation, compilation, reflection and problem-solving will replace passive learning. True learning occurs when classroom knowledge is linked to real-world experience. With the support of staff, parents, and the community, students will become empowered to push their learning to greater heights than they have ever imagined.

EDUCATIONAL GOALS

The Oxford Township School District is structured in such a way so as to provide the opportunity for closer cooperation among students, teachers, staff members, administration, parents and community members. The outcome of an education in Oxford will be to produce students who will become productive and contributing members of society. The educational goals of the district are to:

- a) assist students in acquiring knowledge and skills in Language Arts, Mathematics, Social Studies, the Sciences, Technology, and the Arts that will prepare them for productive citizenship in the 21st century;
- b) teach students to become good problem solvers and wise decision makers;
- c) help students appreciate that cultural and intellectual diversity contributes to the richness of our country's heritage;
- d) assist students in developing an understanding of their own potential so that they can pursue satisfying lives and careers;
- e) help students learn to apply ethical principles in their lives.

DISTRICT PROFESSIONAL DEVELOPMENT VISION STATEMENT

The professional development vision statement of the Oxford Township School District is to provide continuous staff development opportunities that strengthen and deepen the understanding of academic content and its application in real world settings as related to the NJ Core Curriculum Content Standards. The professional development activities of the district will serve to increase a teacher's knowledge of subject matter, the special needs of the students, and the diversity of the learners of our district. The activities will strive to create learning environments that enhance student learning and develop educational practices that include new techniques, strategies, assessments, and technologies as outlined in the goals of the NCLB Act.

DISTRICT GOALS

Objective 1 - Grades 5 - 8 Writing

Anticipated Outcome

By June 2010, students in grades 5-8 will demonstrate an increased understanding of the written word as measured by a 10% gain in overall writing scores over the previous year as measured by the NJ ASK.

Enabling Activities

- Use of a web-based technology support system, for example My Access Study Island
- Evaluate individual and class writing scores as obtained on the writing section of the NJ ASK assessment
- Obtain writing materials compatible with the 6 + 1 writing program to address necessary skills
- Perform quarterly assessment to determine growth of students' skills, for example, through My Access
- Obtain results and evaluate progress toward attainment of goal

Objective 2 – Cultural Diversity

Anticipated Outcome

By June 2010, the school will have implemented an on-going school-wide cultural diversity program. Progress will be measured by an analysis of a pre and post reflection.

Enabling Activities

- Staff will attend in-house professional development opportunities to increase an awareness of various ethnicities for inclusion into the K-8 social studies curriculum.
- Participation in two assemblies to increase awareness
- Purchase of books for library to expose students and staff to various ethnic writers and world conditions
- Blogging with students from different ethnic backgrounds
- Develop “sister school” participation with a local school district to build ethnicity awareness (Warren Hills High School)

CONTRACT FOR SUCCESS

A contract is an “agreement between two or more people to do something.” The “something” we wish to accomplish is the quality education of the children of Oxford. To this end, and in keeping with the district’s philosophy, the Oxford learning community, made up of students, teachers, parents, administration and community members, enter in the following “Contract For Success”.

As a teacher I agree to:

- exhibit a special commitment to helping my students succeed
- build on the unique strengths of each student and celebrate their increments of growth
- provide advice and counsel to my students so that they know I care and understand their feelings
- display positive attitudes, finding the good in every student
- be courageous in my support for my students
- continue learning, bringing new state of the art ideas to my classroom
- involve my students’ families totally in the learning process through contact and interaction

As a student I agree to:

- do my best at all times to honor my school and my family
- complete all assignments to the best of my ability
- never give up on myself
- treat others as I would have them treat me
- expect only the best from my teachers, my classmates and myself
- talk openly and honestly with my teachers and family about the problems that I might encounter
- dream my dreams for the future

As a parent/family member I agree to:

- support my child’s teachers and school
- attend school conferences, activities, and programs
- spend time with my child/children doing educationally related things like homework
- provide for my children the best that I can
- be a good example for my children to look up to
- work as a partner in the quality education of my child

ASBESTOS

The district has removed all traces of asbestos in the Oxford Central School. A copy of the asbestos report is available for review by contacting the school at (908) 453-4101.

ASSEMBLY PROGRAMS

Assembly programs may be made available during the course of the school year as an addition to the curriculum or as cultural entertainment for the students. Review the four basic rules with your student. Reinforce them whenever your student attends an assembly and prior to assemblies and programs at school. Students are reminded of the following basic rules concerning the assembly:

- A. Enter and leave the room in a quiet, orderly manner.
- B. Class members must sit together, be polite, and be attentive during the program.
- C. Show courtesy; applaud at the appropriate places and at the end of the program.
- D. Booing, whistling, and other disturbances are not permitted.

Students who are unable to follow the basic rules will be removed from the assembly and receive appropriate disciplinary action. Their attendance at future programs will also be reviewed.

ATTENDANCE

Every school day is important to your child's academic progress and his/her overall school program. **Families should not plan vacations while school is in session.** The school calendar is published well in advance of each school year and should be referenced when planning vacations. A child may not be eligible for promotion if absences for other than documented medical reasons exceed eighteen (18) school days within each school year. Report your child's absence by calling the main office at 908-453-4101 (ext. 2101) between 8:20 a.m. and 9:20 a.m. You must call each day your child will be absent. **When a student is out more than three (3) consecutive days, the student must report to the school nurse to be readmitted to the school.**

In order to encourage daily attendance, New Jersey Administrative Code requires the school district to notify parents when their son or daughter has been absent five (5) days from the beginning of the school year. A letter will be sent home notifying you of five (5) cumulative absences.

A student who is absent ten (10) days will be referred to the Oxford School Intervention and Referral Services Committee who will review the attendance patterns and make appropriate remediations.

A mandatory meeting between parent and administration will also be held to discuss attendance patterns.

Students who are late (8:31 a.m.) must report to the main office before going to class to get a "tardy slip". The parents/guardians of a child who is tardy three (3) or more times in one (1) marking period will be required to attend a parent/child conference with an administrator to discuss the tardiness. Children who are deemed to be the cause of their own tardiness may be subject to disciplinary action.

BACKPACKS AND BOOK BAGS

Backpacks and book bags may be used to transport materials to and from school. They are to remain in the student's classroom and/or locker (when provided) during the school day. They are not to be used by students during the school day.

Students are to leave at home any Walkman-type device, MP3 players, tape recorders, cassette players, small video games and the like. Bringing any of these devices to school will result in confiscation for the day. Future offenses will result in immediate parent contact and appropriate disciplinary action.

CARE OF SCHOOL PROPERTY

The Board of Education provides textbooks, workbooks and a reasonable quantity of supplies to each student. Pupils are expected to exercise care in the handling of textbooks and other school materials. Textbooks must be covered all year long, and there is to be no writing in textbooks. Students losing or damaging books will have to pay for those books.* Pupils should also realize that the school building, grounds, and all other facilities provided for their education are paid for out of general tax funds. Malicious damage to school property is inexcusable and is subject to punishment and financial reparation for those responsible.

*Report cards will be withheld until students satisfy any financial obligations (library fines, lunch charges, damages, and the like).

CELL PHONE

Cell phones are not to be used during school hours and should only be used before or after school hours outside of the building. Any student found to be using a cell phone during school hours, in any manner, will have the phone confiscated and appropriate disciplinary action will result. The phone will be returned to the student at the end of the day and the parents will be notified.

CHARACTER EDUCATION PROGRAM/CODE OF CONDUCT

Oxford Central School embraces the following C.O.R.R.E.C.T. Core Values in an effort to build positive citizens in our learning community while enhancing our school climate. Through our Character Education Initiative we will be infusing these core values into the curriculum, and teaching strategies that help our students to develop these traits. It is our goal to develop our students' social and emotional skills as well as help them achieve academic success while making our school a safe and nurturing environment for **everyone**.

“Oxford Central School students demonstrate proper conduct by striving to be C. O. R. R. E. C. T. every day”:

Courage

Oxford Central School students show **courage** by:

- ❖ Embracing new things
- ❖ Doing the “right thing”
- ❖ Standing up for myself
- ❖ Following good impulses even when they are unpopular
- ❖ Being true to my beliefs

Optimism

Oxford Central School students show **optimism** by:

- ❖ Looking on the bright side of things
- ❖ Believing in myself and never giving up on myself
- ❖ Having a “CAN DO” attitude
- ❖ Staying motivated despite any challenges

Respect

Oxford Central School students show **respect** by:

- ❖ Following the directions of teachers and other adults at school
- ❖ Listening to others' ideas without interrupting them
- ❖ Treating others the way I want to be treated
- ❖ Being cooperative and sharing with one another
- ❖ Treating school property and others' possessions as if they were my own
- ❖ Raising my hand to speak and waiting to be called upon
- ❖ Walking quietly in a single file while keeping my hands and feet to myself
- ❖ Keeping my school neat and clean
- ❖ Using polite words, such as "thank you", "excuse me", and "good morning"

Responsibility

Oxford Central School students show **responsibility** by:

- ❖ Coming to school on time every day and being prepared to learn
- ❖ Completing and turning in work on time
- ❖ Being accountable for my choices
- ❖ Taking pride in my work

Empathy

Oxford Central School students show **empathy** by:

- ❖ Being aware of others' feelings
- ❖ Trying to understand feelings, emotions, and actions of others
- ❖ Accepting others' differences
- ❖ Being considerate of the feelings of others
- ❖ Seeing situations from alternate points of view

Citizenship

Oxford Central School students show **citizenship** by:

- ❖ Being honest with others at all times
- ❖ Caring for other people and living things
- ❖ Respecting myself and others
- ❖ Helping those in need
- ❖ Being courageous

Trustworthiness

Oxford Central School students show **trustworthiness** by:

- ❖ Being loyal
- ❖ Keeping my promises
- ❖ Being honest
- ❖ Following through on my commitments

We will strive to be C.O.R.R.E.C.T. in our classrooms, in the hallways, in the cafeteria, on the playground, and on the school bus. This Code was developed by the students of OCS during the 2007-2008 school year.

General Student Responsibilities

1. Show respect for one another, adults and for school property;
2. Exhibit proper, courteous, and socially-acceptable behavior at all times; (no fighting, horseplay, foul/inappropriate language or gestures, etc.)
3. Use good manners and choose to be honest through your own words and actions;
4. Follow all directions given to you the first time they are given;
5. Follow all safety procedures (fire drills, cafeteria, bus, etc.);
6. Come prepared for class every day with all necessary books, materials, and homework;
7. Use hall passes in order to enter a class late or leave a class early or to use the lavatory;

8. Respect your own property as well as the property rights of the school; school personnel, other students, and/or visitors to the school;
9. Refrain from taking anything that does not belong to you;
10. All food and snacks will be eaten only at designated times and in teacher approved locations. (Chewing gum is prohibited.);
11. Attend school daily unless illness or family emergencies prevent it. Students are to be in their homeroom on time. Tardiness will lead to disciplinary action;
12. Walk in single file to the right when in hallways or in stairways.

Dress Code

School attire should be neat, clean, appropriate, and in good taste. Parental supervision and guidance is especially important in this matter. A positive self-image is fostered through appropriate dress. Safety, health, weather conditions, and good taste should be considered when selecting school attire.

Acceptable attire includes:

1. Slacks or jeans
2. Tennis shirt or blouse or polo shirt with sleeves
3. Shoes or Sneakers
4. Shorts or skirts (minimum finger tip length)

Unacceptable attire includes:

1. Clothing, pins, stickers, banners with inappropriate or suggestive language. This includes any attire condoning/advertising alcohol, tobacco products, drugs, sex, or aggressive violence.
2. Half-shirts, see-through blouses, any type of shirt or blouse where a midriff is showing, tank tops and any blouse/shirt deemed inappropriate by the administration.
3. Jewelry or chains that are determined by school officials to be noisy, distracting, or potentially dangerous (including choker chains).
4. Dresses worn shorter than mid-thigh (finger-tip length).
5. Spaghetti-strap dress or shirt.
6. Unlaced or untied sneakers or shoes, flip-flops, heels of shoes that are higher than three inches, "roller sneakers".
7. Pajama bottoms or lounge pants
8. Exposed undergarments.
9. Hats are not permitted to be worn in the building unless for a predetermined occasion.

Students found to be dressed in an inappropriate manner will be provided with the opportunity to call home and have other clothing brought to school or to wear alternative clothing provided by the school nurse.

Cafeteria and Lunchtime Expectations

1. The school-wide Code of Conduct also applies to the lunchroom.
2. Students will respect the adult on duty and their authority.
3. Students will keep their hands to themselves and their own food.
4. Students will remain seated unless instructed to do otherwise.
5. Students will keep their voices at a reasonable level. If an adult decides it is too noisy, students will first be asked to quiet down, and if necessary may eat in silence.
6. Students will clean up their eating area, including the floor.
7. Under no circumstances are students permitted to throw food or other objects in the cafeteria.
8. Students will use appropriate table manners at all times. Disruptive behavior will not be tolerated.

Bus Expectations

1. Students should be on time at the bus stop (no more than ten minutes prior to pick-up time).
2. Students are to stay off the road/street while waiting for the bus to arrive.
3. Students are to show respect for private property – lawns, shrubs, etc.
4. Students are to make certain that the road is clear before they cross to and from the bus.
5. Students will not attempt to board the bus while it is moving.
6. Students are to remain seated at all times while the bus is in motion, including approaching a bus stop. No eating or drinking on the bus as it transports students to or from school.
7. Students are to enter the bus in an orderly fashion, go directly to their seats, and remain seated until their destination is reached. Students’ feet, backpacks, or other materials must always be kept out of the aisles. The bus aisles must remain clear.
8. Students are to occupy only the seat assigned. Students shall use seat belts if provided.
9. Students are to not interfere with the operation of the bus in any manner.
10. Students are to follow the direction given by the bus driver.
11. Students are to keep their hands, arms and heads inside the bus at all times. No object is to be put outside the bus window or passed through the bus window.
12. Loud, profane and/or obscene language is prohibited at all times.
13. There is to be no shouting, rough-housing, or throwing of objects on the bus. A student who fights on a school bus or who willfully disregards the rules of this policy will lose his/her transportation privilege.
14. Students will not open or close bus windows without the permission of the driver, nor shall they regulate or operate any part of the bus.
15. The emergency door is to be used for emergencies only. Students shall not touch safety equipment on the bus unless instructed to do so.
16. Students have a responsibility to keep the bus clean. Everyone should do his/her part to keep the floor clear of wastepaper and dirt and to keep the upholstery and interior finish of the bus in excellent condition. The parent/guardian of a student who destroys or defaces bus property is expected to reimburse the bus owner for all damages incurred within thirty (30) days, and the student may lose his/her bus privilege.
17. The driver will discharge passengers only at regular bus stops unless properly authorized by the school administration.
18. Only students assigned to a bus route are permitted to ride the bus. **NO EXCEPTIONS!**
19. Students are to leave the bus in an orderly manner.
20. Riding the bus is a privilege. Students who are deemed unsafe, or who violate rules of student conduct will be removed from the bus. See “Consequences”.

Fire Drill Expectations

1. At the sound of the fire bell, students will go out their assigned exit with their teacher.
2. This will be done in a quiet, orderly manner. **NO TALKING AND NO RUNNING.**
3. Students who are in the halls, bathrooms, etc., when the fire bell sounds should leave the building by the nearest exit and report to the nearest teacher.

Classroom Responsibilities

In addition to the General Student Responsibilities noted above, all teachers will explain their own set of age-appropriate rules for their classrooms that reinforce the general expectations set forth for student behavior.

Rewards

Teachers and administrators are encouraged to reward those students who consistently abide by the Code of Conduct. The nature of rewards varies by grade level and subject area. The following are examples of activities that are approved for this purpose:

1. Certificates of Commendation
2. Special class activities
3. In-class privileges
4. Teacher helpers
5. Grade-level activities – movie, computer time, etc.
6. Choice of seat arrangements
7. Lunchtime privileges

Support

In order to assist students in following the Code of Conduct, the following supports have been developed:

1. Peer mediation
2. Instruction in conflict resolution skills
3. School Counselor
4. I & RS
5. Child Study Team

Consequences

Routine disciplinary concerns within the classroom are dealt with by the classroom teacher, who may use prompts and positive reinforcement, separation from the group, loss of privileges, and detentions to eliminate unacceptable behavior and to reinforce acceptable behavior. More serious and persistent behavior problems will be referred to the administration.

If it becomes necessary to remove a child from a classroom, the teacher will fill out a Discipline Referral Form which the student will bring immediately with him/her to the administration. The administrator notes the action taken on the Discipline Referral Form after taking such action to remedy or redirect the behavior. Such action may include, but is not limited to, lunch detention, detention (in-school or after-school), suspension, and expulsion. Parents will be notified by telephone or by letter when disciplinary action is being taken by the administration.

After-school detention is assigned by either the teacher or the school administrator. When detention is assigned, students and parents are given advanced notice so that arrangements can be made for student pick-up. Detention dates will be announced.

Suspension from school is reserved for serious offenses. Students are suspended after due process procedures have been followed, which include providing the student with an opportunity to hear and respond to the charges made. Suspended students may not be readmitted to school without a parent conference with the Chief School Administrator. Suspended students are ineligible to participate in any extra-curricular activities during the suspension period, and are not allowed on school property. Academic sanctions are not applied to the suspended student; however, he/she is required to make up any work missed during a suspension, and it will be graded.

If a student chooses to break a rule, the following consequences will occur. Any offense that is repeated a second time will result in an increased consequence deemed appropriate by the administration. To provide further review of a particular student issue, a Behavioral Committee comprised of a teacher, the school nurse, the school counselor,

and a member of the administration may be convened by the Chief School Administrator. In situations where parents disagree with the consequences being applied, they may request a meeting with the Chief School Administrator and, if necessary, the Board of Education. (The administration reserves the right to determine the final application of noted consequences. Additionally, consequences may be altered in response to the age of the student.)

The following is a list of infractions and their consequences. Consequences are not presented in a sequential order, nor is the list of infractions final. The decision on how to apply the noted consequences is subject to the discretion of the administration.

- A. Name-calling and note passing:
Consequences:
 - 1. Verbal warning
 - 2. Parental contact by teacher

- B. Bullying/Harassment – verbal or written:
Consequences:
 - 1. Parental contact by administration
 - 2. As needed, meeting with support personnel, which may include the school nurse, guidance counselor/social worker, and/or school psychologist
 - 3. Detention or suspension at the discretion of the administration
 - 4. Local police contact as deemed appropriate
 - 5. **Cases determined to be “cyber-bullying” WILL BE discussed with the police.**

- C. Sexual Harassment – verbal or written:
Consequences:
 - 1. Parental contact by administration
 - 2. As needed, meeting with support personnel, which may include the school nurse, guidance counselor/social worker, and/or school psychologist
 - 3. Detention or suspension at the discretion of the administration. If suspension is deemed appropriate - length will be a minimum of one day.
 - 4. Local police contact as deemed appropriate

- D. Threats – verbal or written:
Consequences:
 - 1. Parental contact by administration
 - 2. As needed, meeting with support personnel, which may include the school nurse, guidance counselor/social worker, and/or school psychologist
 - 3. Detention or suspension at the discretion of the administration - possible expulsion
 - 4. Local police contact as deemed appropriate

- E. Profane or obscene language:
Consequences:
 - A. Undirected
 - 1. Verbal warning
 - 2. Parental contact by teacher
 - B. Directed toward another student or teacher
 - 1. Detention and a written letter of apology to the student or teacher.
 - 2. Parental contact by teacher or administration

- F. Inappropriate Attire:
Consequences:
1. Student will be sent to the nurse's office to change his/her clothes or to remove the offensive article of clothing.
 2. Parent will be contacted if the student needs a change of clothing.
 3. The school nurse will notify the administration.
- G. Misbehavior in the Lunchroom:
Consequences:
1. Assigned seat – duration to be determined by the Teacher(s) on duty.
 2. As needed, placement at an individual desk or table
 3. Removal from cafeteria – staff member on duty will complete a Student Incident Form. Student will report to the administration.
 4. As needed, detention
 5. As needed, suspension of the privilege of eating in the cafeteria
 6. Parental contact by staff member or administration
- H. Misbehavior on the Bus, Before Loading the Bus, and After Leaving the Bus
Consequences:
1. Written report submitted by the bus driver to the administration
 2. Depending on severity:
 - A warning and/or detention is given
 - Suspension from riding the bus
 3. Parental contact by administration
- I. Possession of and/or the Bringing of Inappropriate Materials to School
Consequences:
1. Confiscation of item(s)
 2. Parental contact by administration
 3. As needed, meeting with parent, student administrator and/or counselor
- J. Dissemination of Inappropriate Materials
Consequences:
1. Confiscation of materials
 2. Detention and/or suspension
 3. Parental contact by administration
 4. As needed, meeting with parent, student administrator and/or counselor
- K. Willful and continued disobedience, open defiance
Consequences:
1. Parental contact by administration
 2. Detention
 3. As needed, suspension
- L. Action that endangers others, including the misuse of school equipment, pushing, tripping, or other horseplay
Consequences:
1. Parental contact by teacher or administration
 2. Detention and/or suspension
- M. Fighting, intimidating, threatening, or extorting favors or funds from another
Consequences:
1. Parental contact by administration
- Depending on severity
- Detention, in school suspension or out of school suspension
 - Contact local law enforcement authorities

- N. Failure to have a hall pass
Consequences: 1. Verbal warning
2. Detention
3. Parental contact by teacher
- O. Failure to report to detention
Consequences: 1. Parental contact by administration
2. Detention and make-up of first detention
- P. Leaving school grounds without permission
Consequences: 1. Parental contact by administration
2. Detention
3. Student may be suspended in school or out of school
- Q. Unauthorized absence from school
Consequences: 1. Parental contact by administration
2. Detention
- R. Tampering with or damaging property of other students or of staff members
Consequences: 1. Parental contact by teacher or administration
2. Restoration and/or remuneration by the student
Depending on severity:
- Detention or suspension
- S. Vandalism/Damaging school property
Consequences: 1. Parental contact by administration
2. Restoration and remuneration by student
Depending on severity:
- Detention or suspension
- Local police contact as deemed appropriate
- T. Theft
Consequences: 1. Parental contact by administration
2. Restitution by the student
3. Detention or suspension
4. Possible legal action
- U. Selling items on school grounds or at a school-sponsored event by a student for personal benefit
Consequences: 1. Parental contact by administration
2. Return of money or item
3. Detention
- V. Assault on a teacher or employee
Consequences: 1. Parental contact by administration
2. Local police involvement
3. Possible legal action
4. Suspension or expulsion
- W. Possession of objects brought to school which are disruptive to the learning process or that interfere in some way with school procedures. These items include, but are not limited to, water pistols, bean shooters, skateboards, radios, CD players, Walkman-type head sets, and electronic games or devices.
Cell phones and pagers are prohibited unless authorized by the Chief School Administrator.
Consequences: 1. Parental contact by administration
2. Confiscation
3. Return of item to parent at his/her request

- X. Possession and use of anything deemed as a weapon, including aerosol sprays, matches, rubber bands and paper clips
Consequences: 1. Parental contact by administration
2. Confiscation
3. Suspension
4. Possible local police contact
- Y. Possession or use of any tobacco product
Consequences: 1. Parental contact by administration
2. Confiscation
3. Suspension
4. Possible local police contact
- Z. Possession or use of drugs or alcohol on school property or during school activities
Consequences: 1. Parental contact by administration
2. Suspension for not less than three days
3. Examination by school nurse who will determine if further testing is needed
4. Local police contact
5. Additional legal action as deemed necessary

**** Please note: Any incidents deemed to be bias related are required to be reported to the police.**

COATS

Coats worn by students are to be placed in the classroom and/or lockers (when provided). They are not to be worn in school during the day. Exceptions will be made when it is necessary for students to wear coats for gym class

CORE CURRICULUM CONTENT STANDARDS

Curriculum Areas

Language Arts Literacy
Mathematics
Science
Social Studies
World Languages
Comprehensive Health and Physical Education
Technological Literacy
Visual and Performing Arts
Career Education and Consumer, Family and Life Skills

Copies of the Core Curriculum Content Standards are available through the school or on the N.J. D.O.E. website, www.state.nj.us/education

DANCES

1. Dances for Oxford Central School students only. Grade levels participating will be announced prior to each dance.
2. Dances are held periodically by the K-KIDS and/or the P.T.O.

3. These dances begin at 7:00 p.m. and continue until 9:00 p.m. Parents must pick up their children on time.
4. All dances must be chaperoned by an Oxford Township staff member and may include parent chaperones.
5. The K-KIDS or P.T.O. is responsible for arranging for chaperones, in advance, for collecting admission money, for selling refreshments, and for cleanup.
6. All students must arrive at the dance on time and remain until the end. If any student is to arrive early or late, the advisor should be notified. Students who leave the building during the dance will not be allowed to return to the dance. Parents will be notified to come to pick them up.
7. A student will be sent home if rules are broken. In such cases, a parent will be notified to come pick them up. No student may leave before 9:00 p.m. unless called for by the parent.
8. Students who have been suspended or have had two or more discipline referrals during the period since the previous dance will not be permitted to attend.
9. Any student who is not in school on the day of a dance may not be permitted to attend.

DISTRICT WEBSITE

The district website contains information, teacher home pages, and links to other education related and community related web sites. The web address for the school website is www.oxfordcentral.org.

EARLY DISMISSAL FROM SCHOOL

In order for a child to leave school early, a written note from the parent asking for their child to be dismissed must be given to the homeroom teacher who will forward it to the office for approval by the Chief School Administrator. The note should contain the time and reason for the request. The parent must go to the main office of the school to sign out the student. Parents are not to go to the classroom. Dismissal due to sudden illness will be handled by the school nurse.

EMERGENCY FORMS

According to New Jersey State Department of Education Policy, no sick or injured pupil shall be allowed to go home without being accompanied by a responsible adult, designated by the parent. The school must have the name and telephone number of persons to call if a child becomes ill while in school. The emergency form must be completed and signed. The school is to be notified of any changes in telephone numbers, employment, persons to call, etc., as they occur. It is imperative that the school has up-to-date information.

ENRICHMENT PROGRAMS

Enrichment programs are offered in art and academic studies. Students are nominated by their teachers and parents and must meet specific criteria for participation in either of these programs. Any student enrolled in an enrichment activity is also responsible for completion of all assigned work in his/her regular classroom.

EQUAL EDUCATIONAL OPPORTUNITY

(Board Policy 5145.4)

The district shall provide equal and bias-free access for all pupils to all school facilities, courses, programs, activities and services and give them maximum opportunity to achieve their potential regardless of race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, liability of service in the armed Forces of the United States, nationality, place of residence within the district, social or economic condition or disability. Enforcement of other district affirmative action/equity policies (2224, 4111.1, 4211.1, and 6121) contribute to this legally required equity of educational opportunity.

Staff members shall maintain a professional relationship with pupils at all times and develop wholesome and constructive relationships with them. Staff members shall be expected to regard to each pupil the rights and respect that is his/her due.

Staff members shall promote a learning environment that encourages fulfillment of each pupil's potential in regard to his/her program, consistent with district goals and with optimal opportunities for pupils. This goal may be reached by adapting instruction to individual needs by:

- a) Insisting on reasonable standards of scholastic accomplishment for all pupils;
- b) Creating a positive atmosphere in and out of the classroom;
- c) Extending the same courtesy and respect that is expected of pupils;
- d) Treating all pupils with consistent fairness.

The Board of Education guarantees to all pupils equal access to all academic programs within the learning environment.

Pupils shall respect the rights of other pupils to receive an education in an environment conducive to learning and personal growth. No pupil shall have the right to abridge another pupil's right to privacy or right to hold personal beliefs which are different from those of the mainstream.

Harassment

The district's affirmative action program is part of each academic program regarding all pupils. No one - including pupils, staff members, vendors, volunteers, or visitors - shall commit an act of harassment/discrimination of any kind against any member of the school community on any of the grounds prohibited by law.

Harassment is defined as a repeated pattern of unprovoked aggressive behavior of a physical and/or psychological nature carried out by an individual or a group with the effect of causing harm or hurt. Harassing behaviors are all those behaviors that are unwelcome, unwanted, and uncomfortable in the view of the recipient. They all have the effect of creating a hostile environment.

Harassment may be claimed by a third party; that is, one who is not directly involved in the behavior yet may experience a hostile environment. They shall have the same legal rights to act under this policy as those directly victimized.

Sexual Harassment

Particularly, the Board of Education shall maintain an academic environment that is free from sexual harassment.

Sexual harassment shall consist of unwanted and unwelcome sexual advances, requests for sexual favors, and any other inappropriate conduct or communication of a sexual nature which is made by any staff member to a pupil, by any pupil to another pupil, or by any pupil to a staff member when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a pupil's evaluation, promotion, opportunities, privileges, and other benefits of education;

2. Submission to or rejection of such conduct by a pupil is used as a basis for decisions affecting the pupil;
3. Such conduct has the purpose or the effect of interfering with a pupil's academic performance or creating an intimidating or hostile educational environment.

The administration will inform all pupils that sexual harassment is prohibited in the education setting. Specifically, no person employed by the district or by a vendor, or acting in a voluntary capacity, shall threaten or insinuate, either directly or indirectly, that a pupil's refusal to submit to sexual advances will adversely affect the pupil's standing in the school setting. Pupils are forbidden to harass other pupils or staff members or vendors or volunteers through conduct or communications of a sexual nature within the school setting.

Any member of the student body may file a formal grievance related to sexual harassment. The Affirmative Action Officer will receive all complaints and initiate a thorough investigation and will protect the rights of both the pupil making the complaint and the alleged harasser. Filing a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status nor affect future grades or class assignments.

Findings of discrimination in the form of sexual harassment will result in appropriate disciplinary action.

Procedures shall be made available for pupils and/or parents/guardians who wish to file a grievance protesting alleged discriminatory or sexually (or other) harassing action. An immediate report of the allegation should be made to the Affirmative Action Officer or the Chief School Administrator.

Violations of this policy or its related procedures shall be cause for disciplinary action.

Implementation

The Chief School Administrator shall direct development of procedures regarding the implementation of this policy to include sanctions, protection of individual rights to confidentiality and due process, and notification procedures. The Chief School Administrator shall ensure that, annually, all staff and all pupils (in means and terms that are age-appropriate) be thoroughly informed of this policy, their right to file grievances under this policy and the law, and procedures relative to filing. Further, all staff and pupils shall be informed of the identity of the district's Affirmative Action Officer and how he/she may be contacted.

The Chief School Administrator shall also ensure that staff and pupils participate in educational programs relating to this policy and the maintenance of an educational environment.

EXTRA CURRICULAR ACTIVITIES

Each year, the school district will offer extra curricular activities for the students. Student participation will be based upon:

1. Passing grades in all subject areas including conduct. Passing grades are defined as: A, B, C, D.
2. Any student suspended from school (in-school or out-of-school) will not be permitted to participate in extra curricular activities until the start of the first day following disciplinary action.
3. Any student absent from school will not be permitted to participate in extra curricular activities until the start of the first school day following the absence.
4. Participation will be determined only through action taken by the Chief School Administrator. The Chief School Administrator will consult with the supervising staff members before making a decision.

FIELD TRIPS

Entitlement

All grade levels are entitled to a minimum of one field trip during the course of the school year. These field trips are to be curriculum related and, as such, must be related to an academic area or a district goal.

School sponsored groups and clubs, both curricular and extracurricular, may also petition for a field trip unique to their interests or stated goals. Grade level homeroom teachers may also petition for a field trip beyond the recommended trip, which is unique to that group's interests or stated goals.

The Chief School Administrator will provide a form that requests all pertinent information necessary in order to make an informed decision.

Chaperones

Chaperones will be chosen first from the staff and the list of homeroom parents that have been a part of the class activities throughout the course of the school year. In the event that the homeroom parents are not available, other parents, teachers or responsible adults may be asked to chaperone.

A ratio of one adult for each eight children is generally acceptable at all grade levels. Certain trips or circumstances may require a smaller number of pupils to one adult. This may be more necessary or desirable at the primary grade levels. A deviation of the 1:8 ratio will be jointly discussed between the teacher and the Chief School Administrator.

Chaperone responsibilities on class trips are to assist the teacher in the general supervision of the class. This may include responsibility to an assigned sub-group of the class during the course of the day. Parents and/or chaperones may not bring other children on class field trips.

Chaperones will not be expected to pay transportation costs or admission fees to events which are directly related to their responsibilities as chaperone.

The filling of extra seats on the school sponsored bus, or the selling of extra tickets to events is strongly discouraged. All adults on school sponsored field trips are to assist in the supervision of the children.

Fees

Conditions may require an assessment for each child to cover the costs of transportation and/or admission on certain field trips.

GRADING PROCEDURES

Grading Symbols

A. Kindergarten;

W=Works Well

I=Improvement Noted

N=Needs Improvement

B = Beginning

D = Developing

S = Secure

NI = Not Yet Introduced

B. Grades One and Two

5 = Work is above grade level and is consistently done with thoughtfulness and care

4 = Work is accomplished independently with competency

3 = Work is accomplished with support

2 = Work is underdeveloped

1 = Work is of a concern

- + Exceeds requirements
 - ✓ Satisfies requirements
 - Reinforcement Needed
- IS Improvement shown

C. Grades Three through Eight

A = Superior Work	(92-100)
B = Above Average	(83-91)
C = Average	(74-82)
D = Below Average	(65-73)
F = Unsatisfactory	(50-64)

- S = Satisfactory
- NI = Needs Improvement
- U = Unsatisfactory

Additional comments are made on the report cards.

D. High Honor Roll: Grades 3-8

A student must receive an average of 94 or above in ALL classes in order to be eligible for the High Honor Roll. Students MAY NOT receive a grade lower than an 85 in ANY class and a student must receive “S” or higher in conduct.

E. Honor Roll: Grades 3-8

A student must receive an average between 83 and 93 in ALL classes in order to be eligible for the Honor Roll. Students may not receive a grade lower than an 83 in ANY class and a student must receive “S” or higher in conduct.

F. Mid-Marking Period Progress Reports

All students will receive a brief progress report in the middle of each reporting period. The purpose of this report is to alert parents to any difficulties their child may be having in a particular subject area so that they may take steps to provide additional support to the student. We ask that these be signed and the signature portion returned to the school. Parents are encouraged to discuss these reports with their children and appropriate teachers.

GRIEVANCE PROCEDURE

Students who have a school-related problem may wish to solve it by talking with the school counselor, or the principal (through the school secretary) before or after school. If the student does not have time before or after school, he/she may write their problem on a piece of paper, sign it, and leave it with the school secretary. An appointment will be made to discuss the concern or complaint.

A classroom teacher or peer mediators may also discuss specific issues with the student.

SCHOOL COUNSELOR

Students who are experiencing a personal problem may wish to speak to the school counselor before or after school, or by appointment.

PHYSICAL EDUCATION EXCUSES

1. A parent may request, in writing, that their son or daughter be excused from gym for a medical problem. To be excused beyond the first day, a note from the family physician is required.
2. All written requests for gym excuses must be taken to the school nurse before school or during homeroom period.

HEAD LICE

(Pediculosis Treatment)

Lice are insects that need to feed off the human body to survive. Head lice affect between 8 and 10 million American school children every year. They are about as big as sesame seeds and live on the human scalp. Lice cannot fly or jump from one person to another, they can only crawl. Lice are generally passed from child to child on shared combs or hats or other clothing. The most common symptom is itching.

When lice are detected in school, the child will be excluded from school until the condition has been treated. All students identified as having lice by the school or parents, must be rechecked by the school nurse prior to re-entering school

Treatment involves use of over the counter and/or prescription pediculicides. Re-occurrence is due to either improper application or re-infestation.

Washable items should be machine washed and dried at hot temperatures. Non-washable items can be dry cleaned or placed in a sealed plastic bag for several weeks. Personal items can be soaked in hot water (over 130 degrees) for 5 - 10 minutes. Carpets and upholstery can be sprayed with an over the counter pediculicide.

Pediculosis is a stubborn problem to deal with. Knowledge, persistence, and patience are necessary to get rid of the infestation.

HEALTH

Health services to the pupils in the Oxford Township School District will be provided by a certified school nurse and/or school doctor.

1. The following are the basic health services provided:
 - A. Visual acuity screening (K through 4, 6 & 8 grade pupils)
 - B. Hearing acuity screening (K through 4, 6 & 8 grade pupils)
 - C. Physical examinations (Preschool, grades 4 and 7, and new pupils, plus all candidates for intramural and interscholastic sports)
 - D. Scoliosis screening (pupils 10 years or older, yearly)
 - E. Mantoux tests as required by the state department of health
 - F. Heights, weights, and body mass index (BMI) (K through 8)
 - G. Immunization records - reviewed and recorded
 - H. Blood pressure checks (Grades 4 through 8)

- I. Dispensing of medication with the prescribing doctor's orders (K through 8)
 - J. Maintaining medical records (K through 8)
2. The school physician shall administer physical examinations to the pupils and to school employees as follows:
- A. All examinations shall be individual and in the presence of the school nurse. Parents may be present.
 - B. The examination shall consist of the following items:
 - 1. Body build in relation to height and weight, muscular development, bone structure, and gait;
 - 2. Hair, scalp, skin on face and neck;
 - 3. Cervical glands and thyroid;
 - 4. Eyes, eyelids, conjunctive, cornea, sclera, iris, pupil, pupil reflexes, muscular movement of eyes (except visual acuity), color blindness;
 - 5. Ears (except hearing acuity);
 - 6. Nose, a nasal speculum should be used;
 - 7. Lips, tongue, frenum, floor of mouth, roof of mouth, soft palate, tonsils and adjoining tissues and posterior pharynx;
 - 8. Hearts and lungs, a stethoscope should be used and other means, if indicated;
 - 9. Upper extremities;
 - 10. A blood pressure examination at the discretion of the school physician;
 - 11. Abdominal examination at the discretion of the school physician;
 - 12. Hernia examination for boys;
 - 13. Lower extremities with special reference to knee joints and feet; and,
 - 14. Handedness.
 - C. Pupils are to be examined annually as follows:
 - 1. Pre-kindergarten, grades 4 and 7;
 - 2. Others as are referred to the school nurse or teacher;
 - 3. Pupils new to the school system consistent with the school's routine schedule.
 - D. Pupils participating in strenuous activities - athletic teams. In addition to the regular physical examination, these pupils shall have:
 - 1. Special heart examination; and,
 - 2. Pulse rate determination.

HOME SCHOOLING AND DISTRICT POLICY

The board acknowledges the right of parents/guardians to educate their children at home. At the board's request, parents/guardians who choose this option shall submit adequate evidence that they are providing a curriculum that is equivalent to that provided by this district. In accordance with N.J.S.A. 18A:38-25, parents are encouraged to notify the Chief School Administrator that they are educating their child(ren) at home. (Parents are NOT required by law to submit a letter of intent). Home schooled students are not eligible for extracurricular activities held at the school, i.e. field trips, dances, clubs. Any student participating in a curriculum-related activity will be expected to adhere to all school policies/codes and meet minimum

discipline and academic levels. Parents must meet with the CSA or designee prior to the activity. This may include field trip orientation meetings and failure to attend the meetings may result in exclusion from the activity.

HOMEWORK

The Board of Education believes that homework relevant to material presented in class provides an opportunity to broaden, deepen and reinforce the pupil's knowledge. Teachers must use discretion in deciding the number and length of assignments. The Board of Education encourages the use of interrelated major assignments to reach across the curriculum. Examples of such homework include art projects, research papers, and independent projects.

Homework shall not be used for punitive reasons. Homework will be assessed in a timely manner by the instructor.

Pupils absent for any reason must make up assignments, class work and tests within a reasonable length of time. In most cases, a reasonable length of time shall be the same number of school days as the days missed.

LOCKERS

The district provides lockers for students in fifth, sixth, seventh, and eighth grades for the storage of their coats, all personal items, textbooks, and other materials. Students will be notified as to when it will be permitted for them to access their locker. These times are the only ones permitted. The district will provide locks with students paying a \$5.00 deposit (only for 7th and 8th grades) to cover damage or loss. The deposit will be returned at the end of the school year. Only district purchased locks may be used.

With the use of these lockers, comes responsibility. Students are expected to use the lockers for their intended use only. They are expected to keep them neat and clean. Lockers are to be cleaned weekly, and are subject to random inspection by the administration. Students who violate these rules will lose locker privileges for a period of not less than one week.

Reminder to 5th and 6th grade students - lockers are to be opened by using combination not by banging on them or forcing them open. Students found in violation will lose their locker privileges.

Students found tampering with lockers could lose their locker privileges.

LOST AND FOUND

Students are asked to please return any item found to the office. Honesty and concern for other student's property is of great importance. Students should check the lost and found box in the hallway by the main office.

LUNCH AND LUNCHROOM PROCEDURES

1. Lunch is scheduled for 30 minutes except on early dismissal days (12:30 p.m. closing) when lunch is not served.
2. Lunches are ordered during homeroom period. Money for lunch tickets will also be collected at this time. Please be reminded that tickets can be paid for by cash and/or check (made out to Oxford Central School). Student lunch price is \$2.15.

3. Any student without lunch money will be placed at the end of their class line when receiving lunch. The lunch for anyone who does not have money will be a cheese sandwich, fruit, and milk. They will not be able to order from the menu nor will they be able to purchase snacks.
4. Rules:
 See Code of Conduct

MEDICATION TO STUDENTS

Pupils requiring medication during school hours **MUST** supply the following information to the school: (If there are any questions, feel free to contact the school nurse at 453-4101 during regular school hours.)

1. Written statement from the family physician identifying type, dosage, purpose, duration of medication (may be submitted on doctor's prescription blank).
2. Signature of the parent/guardian.
3. Medication **MUST** be in the original prescription container from the pharmacy and properly labeled.

PICTURES

Student pictures are taken at the beginning of the school year. Parents can expect delivery in December. Payment is required upon ordering.

PLAY AREAS

1. Play areas in and around school are for the use and enjoyment of everyone.
2. It is the students' responsibility to take care of all the equipment in use on the playground.
3. Act in such a way that the time spent on the playground is safe and enjoyable.
4. Rules:
 - A. No skateboards or roller blades. All bicycles are to be properly parked upon arrival.
 - B. All equipment must be used properly. Frisbees and hard balls should not be used in the play areas.
 - C. Travel within the play area will be done without running.
 - D. Pushing or shoving is not permitted.
 - E. BE CAREFUL AT ALL TIMES!
5. Use of play areas after school is unsupervised. Parents are responsible for their child's safety.

PROMOTION / RETENTION/SUMMER SCHOOL PROCEDURES

Conditions for Promotion / Retention:

1. Standards of Attendance:

A student who is absent in excess of 10% of the total school days in one academic year without having qualified for home instruction or without having presented supportive documentation (doctor's excuse, administrative approval, etc.) for absences may be considered for retention.

2. Standards for Academic Achievement:

Kindergarten - Acceptable performance levels will be directly related to the achievement of the objectives listed in the school-approved curriculum. When applicable, standardized test results will also be reviewed to provide supportive data for promotion/retention decisions.

Students may also be recommended for summer school by subject area teachers.

Grades 1 and 2- A student who demonstrates:

- A. One full year below grade level achievement in either language arts or math will be considered a candidate for retention.
- B. Two full years or more below grade level achievement in either language arts or math will be given serious consideration as a candidate for retention.
- C. Two full years or more below grade level in language arts and math will be recommended for retention by the administration upon completion of all procedures as outlined in Section C of School Board Regulation #5123R; Provisions for helping pupils achieve acceptable levels of performance...
- D. Students may also be recommended for summer school by homeroom teachers.

Grades 3 through 8 - In addition to the above:

- A. Failure for the year in any of the following: language arts, math, science, and social studies will necessitate successful completion of an approved summer school program.
- B. Failure in language arts and either math, science or social studies will result in retention.
- C. Failure in math, science, and social studies inclusive will result in retention.
- D. Students may also be recommended for summer school by subject area teachers.

RIGHT TO KNOW

The New Jersey "Worker and Community Right to Know Act" (N.J.S.A. 34:5A-1 et seq.), effective August 28, 1984, establishes a comprehensive system for the disclosure and dissemination of information about hazardous substances in the work place and the environment. Employers with a Standard Industrial Classification (SIC) code with major group numbers 20-39, 46-49, 51, 75, 80, 82, and 84, and all state and local governments are covered by the Act.

Pursuant to the Act, the Department of Health has adopted a Work Place Hazardous Substance List (N.J.A.C. 8:59-9) which includes 2051 substances that pose a threat to the health and safety of employees. The Act also requires the State Department of Health to develop a Work Place Survey. Employers are required to report on this survey the substances on the Work Place Hazardous Substance List that are present at its facility.

We have completed a thorough inspection of our grounds and school and report to you that no hazardous substances are present on school property.

SCHOOL GROUNDS CURFEW

1. No one is allowed on school ground between dusk and dawn. Security cameras will record 24 hours a day.
2. Any person wishing to use school grounds when school is not in session must have an approved "Use of School Grounds" form with them at all times.
3. Any person not participating in a supervised activity, who is found on school grounds, will be prosecuted for unlawful trespassing and responsible for any damages.

SCHOOL INSURANCE

The Board of Education does not provide individual insurance coverage for students. Parents who wish, may purchase insurance through the school. The school website also includes a link to the NJ Family Care website. This link is www.njfamilycare.org.

Any child injured in an accident while at school should report this to the teacher-in-charge so that the school nurse can be notified. It is recommended that parents should consider purchasing additional insurance if their child is participating in any extra curricular activities.

TELEPHONE

Students may not use the telephone except in the case of an emergency. Arrangements for pick-up times between parents or authorized persons and students should be made before school. Students may not call at the last minute to be picked up for after school activities.

TRANSFER OF STUDENTS

If you are planning to move during the course of the school year, the main office of the school is to be notified in order to transfer your child's school records.

TRANSPORTATION

The Oxford Township School District provides transportation to students who live in excess of two miles from the school as per state code. Students qualifying for transportation are assigned to a particular bus route and stop. Due to safety reasons and space availability, only those students assigned are permitted to ride district buses. There can be no transfer between buses unless authorized by the Chief School Administrator.

VISITORS AND SCHOOL SECURITY

Any person wishing to visit our school must first obtain permission from the main office. Student visitors are not permitted to accompany friends to class. If a visit is authorized, individuals **MUST** first check in at the front office, sign in the visitor's book, and pick up a visitor's pass upon entering the building. Visitors are also required to sign out when leaving the school.

Any person wishing to visit the school is to use the front door of the school building only.

ALL VISITORS TO THE SCHOOL ARE TO REPORT TO THE MAIN OFFICE.

NO ONE (PARENT, VISITOR, VENDOR, ETC.) IS PERMITTED TO GO TO THE CLASSROOMS WITHOUT PERMISSION FROM THE MAIN OFFICE.

YEARBOOK

A yearbook, with all of the children's class pictures and activities, is published each school year. Yearbooks are available for purchase at a reasonable cost and are usually distributed in June.

OXFORD CENTRAL SCHOOL

2009-2010 PARENT/STUDENT Handbook Acknowledgment Form

I confirm that my child and I have read and reviewed the Oxford Central School 2009-2010 Parent/Student Handbook. I further acknowledge that we understand and agree to abide by the policies and procedures described in this publication. I further acknowledge that we understand both student and parent rights and responsibilities as outlined in the handbook.

Student Name (print): _____ Grade:: _____

Student Signature: _____ Date: _____

Student Name (print): _____ Grade:: _____

Student Signature: _____ Date: _____

Student Name (print): _____ Grade:: _____

Student Signature: _____ Date: _____

Student Name (print): _____ Grade:: _____

Student Signature: _____ Date: _____

Student Name (print): _____ Grade:: _____

Student Signature: _____ Date: _____

Parent Name (print): _____ \

Parent Signature: _____

Date: _____

PLEASE SIGN AND RETURN