

PARENT/STUDENT HANDBOOK



2024-2025
OXFORD CENTRAL SCHOOL
A National District of Distinction
New Jersey High Performing District
A NJ and National School of Character

OCS Strives to be C.O.R.R.E.C.T.

School-Wide Behavioral Expectations	Everywhere/ All the Time Rules	Classroom Rules	Hallway Rules	Bathroom Rules	Cafeteria Rules	Recess Rules	Bus Rules
<u>Courage/ Optimism</u>	Do the right thing even when no one is looking or even when it's unpopular Bully-Free Zone	Try your best on all assignments even when they are challenging	(see "Everywhere/ All the Time" Rules)	(see "Everywhere/ All the Time" Rules)	(see "Everywhere/ All the Time" Rules)	(see "Everywhere/ All the Time" Rules)	(see "Everywhere/ All the Time" Rules)
<u>Responsibility</u>	Be on time (gr. 5-8) Take responsibility for what goes on around you Participate appropriately in activities Ask for help if needed Keep gum out of school	Complete assignments (hw and class work) Be prepared (materials, hw)	Have pass visible Wait patiently and quietly Keep locker neat and use locker appropriately (gr. 5-8)	Wash hands with soap and keep water and soap in sink Dry hands with paper towel and throw towels in trash can	Stay in seat in assigned area Raise hand for help Clean up eating area (put trash in proper place)	Share equipment and use it safely Return equipment when finished	Buckle seat belt Remain in seat
<u>Respect/ Empathy/ Citizenship</u>	Keep hands, feet and objects to self Ask permission to use others' things Listen to others' ideas Use encouraging, polite and kind words Treat others with respect and be aware of others' feelings Keep area around you neat and clean Show respect for yourself by following the school dress code Keep cell phones/ electronics stored	Raise hand to speak Use inside voices Be a good classmate and volunteer to help others	Admire displays (look but don't touch- keep hands off walls and banners hanging from ceilings when walking) WALK QUIETLY facing forward on the right side with hands at side Keep hallways clean	Respect others' privacy--stay in your own stall and in your personal space Wait for your turn	Use good table manners Eat only your own food Clean up eating area Use inside voices Include others- no one sits alone	Share equipment and use it safely Try to include others	Use inside voices Store personal items (backpack, etc.) in proper place

	as directed						
<u>Trustworthiness</u>	Be honest (no stealing/lying/cheating)	(see "Everywhere/All the Time" Rules)	Go directly to your destination	Go directly to your destination	(see "Everywhere/All the Time" Rules)	(see "Everywhere/All the Time" Rules)	(see "Everywhere/All the Time" Rules)

BOARD OF EDUCATION
2024-2025

President	Mr. John Brus
Vice President	Mr. Brian O'Neil
Members	Mr. Jacob Burlas
	Mr. Shawn Fojut
	Mrs. Kristen MacLean
	Mrs. Helen Diaz
	Mrs. Jenna Somogyi

STAFF LIST - BY ASSIGNMENTS – 2023 - 2024

Mr. John Nittolo	Chief School Administrator
Dr. Nicholas Sarlo	Business Administrator / School Board Secretary
Mrs. Renee Hart	Director of Special Services
Pre-KG Program	Ms. Brenadette Acuria / Ms. Alicia Gaimo / Ms. Amanda Hules
Kindergarten	Mrs. Angela Gilberti (Mrs. Lindsay Bloom)
Grade 1	Mrs. Christina Sadel (Ms. Danielle Struble)
Grade 2	Mrs. Ashley Hill Mrs. Heather Dowd
Grade 3	Mrs. Danielle Witt Ms. Hunter Ruppel
Grade 4	Mrs. Marie Hart
Grade 5	Mrs. Melissa Matas Mrs. Jeanne Kimball
Grade 6	Ms. Tiffanie Summers Ms. Nicole Zdanowski (6-8 Sci)
Grade 7	Mrs. Cristin Tierney(7 ELA) / Mrs. Elena Kantz (SS/8 ELA)
Grade 8	Mrs. Katie Miller (6-8 Math) / Mrs. Kristen Cutro(8 ELA)
Affirmative Action Officer	Mr. John Nittolo
After Care Director	Mrs. Carol Keiper

Assistant to Business Administrator	Mrs. Diana Ramkelawan
Assistant School Secretary	Mrs. Ellen Doyle
Art	Mrs. Kristin Havyar
Before Care	Mrs. Kelsey Boyle
Cafeteria Staff	Maschio's Food Service
Child Study Team	
CST Secretary	Mrs. Jennifer Giordano
School Counselor	Ms. Courtney Bublitz (Carolina Guitierrez)
School Social Worker	Veronika Banach
School Psychologist	TBD
LDTTC	Danielle Morgenroth
Speech Language Specialist	Mrs. Kelsey Boyle
Classroom Aides	Mrs. Marie Maren Mrs. Carol Keiper Mrs. Dawn Pensyl Mr. Justin Mahoney Mrs. Eileen Ruskan Mrs. Renee Sturm Mrs. Laura Pearson Mrs. Rosa Guzman Mrs. Deb Nitko Mrs. Christine Erikson Mrs. Holly Burdge
Family Life / Physical Education	Mr. Jonathan Neuhs
Family Life / Physical Education	Mrs. Brianna Mulder
GATE Coordinator	Mrs. Jeanne Kimball/Mrs. Kristin Havyar
Maintenance / Custodial	Mrs. Carolyn Tate Ms. Shana Smith Mrs. Ginny McDonnell
Music	Mrs. Shirley Firling
Nurse	Mrs. Samantha Thomson (Allison Maiz)
Spanish	TBD
Special Education	Mrs. Patricia Carr Mrs. Kim Newell Mrs. Stacy Drechsel Mrs. Shannon Pettinelli Mrs. Manju Mathew Mrs. Alexandra Fernandez
School Secretary /CSA Secretary	Mrs. Michelle Gerhardt
CST Secretary	Mrs. Jennifer Giordano

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. Students who are arriving prior to 8:10 will be moved to Before Care and parents will be billed accordingly.

SCHOOL HOURS (2024-2025)

Arrival Time	8:10 a.m. - 8:20 a.m.
Breakfast	8:00 a.m - 8:20 a.m.
School Begins	8:30 a.m.
Homeroom/Opening Exercises	8:20 - 8:30 a.m.
Dismissal, Preschool-8	2:55 (Bus students at 2:55 pm. Walkers after bus students)

EARLY DISMISSAL - 1:00 P.M.

Grades Preschool through 8 8:20 -- 1:00, Lunch will be served



DELAYED OPENING (2 hours)

Grades Preschool through 8 10:20 a.m. - 3:00 p.m. (Bus students dismissed at 2:55 p.m.) Lunch will be served

IF A BUILT-IN SNOW DAY IS USED AND WE HAVE SCHOOL, DISMISSAL WILL BE AT 1:00! We will provide After School Care those days.

Oxford Central School Code of Conduct:

Belief Statement

This Code of Conduct aims to foster a healthy and safe school environment that supports academic and social-emotional development, empowering students to make positive decisions. To encourage responsible choices, we will acknowledge both positive and negative behaviors, promoting appropriate conduct while addressing actions that disrupt the academic setting.

Expectations:

Students are expected to:

- Be on time for school and classes.
- Be prepared for classes (e.g. books or electronic devices on hand, homework turned in on time, studying, completing assignments, actively participating).
- Take responsibility for their own behavior, realizing there are always options and consequences for their choices.
- Respect one another's differences and resolve interpersonal conflicts using discussion, peer mediation or assistance from school personnel.
- Commit themselves to constant personal growth and improvement.
- Contribute to the life of the school through active participation.
- Use appropriate language and show common courtesy in school, on the way to and from school, and at school functions.
- Follow all directions the first time they are given.
- Dress in an appropriate and safe fashion.
- Be substance free.

Parents are expected to:

- Be supportive of the staff's authority and responsibility to establish and maintain a positive, productive, safe, orderly and non-threatening learning environment.
- Provide space, time and necessary supervision in which their child can study and complete assignments.
- Be responsible for property lost or damaged by their child.
- Ensure that their child attends school punctually and regularly.
- Respect and follow the traffic, parking and safety rules at all schools.
- Respect and follow the visitor policy at all schools.
- Be substance free when visiting school or when attending school events.
- Communicate appropriately refraining from aggressive or profane language.

Faculty and staff are expected to:

- Establish and maintain a positive, productive, safe, orderly and non-threatening learning environment.
- Be good role models by dressing in a professional manner, being courteous and respectful to all, using appropriate language, and being sensitive to individual needs.
- Follow and support school rules.
- Treat individual students fairly and consistently.
- Communicate student progress and behavior to students, parents and staff in a timely, consistent and effective manner.

- Be substance free when in school or when attending school events.
- Be in the hallways between classes greeting students and monitoring behavior.
- Escort students to and from lunch and recess regardless of grade level.

Dear Students, Parents and Guardians:

Our individual identities collectively shape our shared experiences, whether within our families, schools, or communities. OCS wants to be the best school in the nation, and therefore the students in Oxford Central School are expected to become the best version of him/herself.

We believe that school is a time to grow and learn. While we emphasize learning over consequences, from all of the feedback we have received, students, parents, and faculty all want to create an environment where positivity is recognized and infractions are dealt with swiftly. We have established the C.O.R.R.E.C.T. program as an overall framework for our school. We know that we all learn best and most fully in an atmosphere where the opinions and rights of all are honored and respected. Our student motto is to be CORRECT!

- Courage
- Optimism
- Responsibility
- Respect
- Empathy
- Citizenship
- Trustworthiness

We have faith in all of our student's potential, their capacity to learn, the unique talents they possess, and the positive impact we can make on all those we come in contact with.

As a united community—students, parents, and educators—we hold the belief that every child deserves equal opportunities while ensuring the safety and well-being of all. We will emphasize the importance of instilling a personal code of behavior through instruction, example, and experiential learning. When behavior disrupts the well-being of individuals or groups within the school, appropriate disciplinary measures are necessary to cultivate self-discipline in students. This process should span all grades from pre-K-8, maintaining fairness and preserving children's self-esteem

The Board of Education authorizes the Superintendent of Schools to develop policies, rules, and regulations consistent with N.J.S.A. 18-A:37-2 and Board Policy 5131 governing discipline in Oxford Central School. Such policies, rules and regulations have been developed in connection with the professional staff, students and community members.

**Oxford Central School Board of Education
District Goals
2024-2025 School Year**

Oxford Learning Community Mission Statement

Students are:

- ★ Inspired to believe and achieve
- ★ Challenged in a caring and character building environment
- ★ Enabled to make positive contributions to their community

1. Elevate student achievement and foster holistic development (social, emotional, physical, mental, and intellectual) growth through:

- Response to Intervention (Rtl) and Intervention and Referral Services (I&RS) processes
- Staff professional/personal development, including cultural competency training
- Gifted and Talented programming
- Interactive and innovative learning structures in the classroom (small groups, stations, workshop model, AI, STEM makerspace, project based learning, etc.)
- Staff articulation and planning opportunities, including cross disciplinary collaboration
- Comprehensive common assessments/benchmarks, including formative and summative assessments
- Data analysis practices and evidence based decision making
- Implementation of the new K-8 English Language Arts/Math curriculum
- Integration of social emotional learning (SEL) across subjects
- Personalized learning for students
- Emphasis on critical thinking, problem solving, and creativity
- Regular curriculum review and adaptation to meet evolving educational standards and workforce needs

2) Promote and provide modern, efficient (timely), proactive, respectful, and consistent two-way communication and involvement (such as utilizing email, social media, parent visitations, board meeting participation, etc.) between the school and:

- OCS Families
- Warren Hills
- Warren County Technical School
- Community
- Faculty and Leadership
- BOE
- Digital platforms for parent teacher communication (e.g., apps like ClassDojo or Remind)
- Regular surveys to gather feedback from all stakeholders
- Virtual meeting options for increased accessibility
- Possible student Led conferences to encourage student agency and self reflection
- Community partnerships for “Career Day” style programs
- Alumni network development for longterm community engagement

3. Ensure a safe, secure, and inclusive school environment through our:

- Continued security upgrades: new swipe card entrance in rear of building
- Building maintenance and improvements
- School climate and HIB strategies, including restorative practices
- Monitoring of character education program impacts
- Focus on emotional security, developing social and cultural competencies
- Implementation of new Code of Conduct
- Schoolwide breakfast program
- New interactive whiteboards (Promethean) and RedCat Sound Field Systems
- Regular safety drills and emergency preparedness training

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 Business Office at (908) 453-4101 x2115.

AFTER SCHOOL CARE / BEFORE SCHOOL CARE

Before School Care is available on all operating days of school. Before Care begins at 6:30 a.m. and After Care is available from 1:00 p.m. to 6:00 pm. Please be sure to register your child and complete the necessary paperwork. Policies and regulations on these two programs are on the school website. Based on the weather conditions presented on any given day, before care and after care times may be altered.

ATTENDANCE (BOE Policy 5113)

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 ten (10) school days within each school year. Report your child's absence by calling the main office at 908-453-4101 (ext. 2101) before 9:30 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 AND have a note from a physician.**

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 ten (10) 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 remediation.

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 may 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.

Any student absent from school may not participate in after school activities. A student sent home by the school nurse due to illness or other factors may be excluded from after school activities.

BACKPACKS AND BOOKBAGS

Backpacks and bookbags 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. Where there is a possible risk to student or staff safety, a backpack may be inspected by an administrator.

Students are to leave at home any music devices (MP3 players, recording devices, 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. Cell phones, if brought to school, **must remain in lockers or backpacks and must not be accessed during the day.**

BSI – BASIC SKILLS INSTRUCTION/ RtI

BASIC SKILLS IMPROVEMENT PROGRAM/TITLE I (Ref. Board Policy #6142.6, 6171.3)

1. Basic Skills
 - A. In accordance with board policy, these rules and regulations shall govern the altering or supplementing of the regular program or other means used to provide preventive, supplemental, compensatory or remedial programs to pupils who are in need of such services. Such compensatory or remedial instructional services shall be designed to improve the level of proficiency in reading, writing and mathematical skills of pupils whose academic, social, economic or environmental needs prevent them from succeeding in regular programs and to prevent their regression in such skills when regular programs are not in session.
2. Basic Skills Improvement Programs
 - A. Title 1 of the No Child Left Behind Act (NCLB) and State Chapter 212 were enacted to provide financial assistance to local educational agencies (LEAS) to expand and improve their educational programs to meet the special educational needs of educationally deprived children.
 - B. The basic skills improvement program (BSIP) at Oxford consists of three components: remedial reading, remedial writing and remedial mathematics.
 - C. Services are delivered within the regular education classroom.
3. Identification and Selection
 - A. The board has authorized the Chief School Administrator to establish criteria for the identification and selection of those pupils who reside within Oxford Township who may be in need of compensatory or remedial services. Pupils whose proficiency in basic reading, writing and mathematics skills is below acceptable levels of performance shall be required to participate in a remedial maintenance program.

- B. The process used to determine the number of children in need of services grades K through 8 shall be carried out in accordance with board policy and is as follows:
 - 1. Initial selection will be based upon their scores on benchmark assessments in comparison to the minimum proficiency levels annually established by the State as well as the school district (students who finish with low growth, did not meet or partially met the state expectations on the state assessment will be evaluated for BSI);
 - 2. After initial selection through the staff reports and state mandated tests, secondary measures include teacher recommendations, consideration of criterion test scores, classroom performance and, as needed, consultation with child study team and special services;
- C. The process used to determine the number of children in need of services who transfer into the district grades K through 8 shall be carried out in accordance with board policy and is as follows:
 - 1. Transfer pupils who have standardized test scores -- Initial selection will be based upon their scores on the standardized test in comparison to the minimum proficiency levels annually established by the State as well as the school district.
 - 2. Transfer pupils who do not have standardized test scores -- Initial selection will be based upon their scores from former school districts as well as teacher-driven assessments, given by their present classroom (homeroom) teacher upon entering the district, in comparison to the minimum proficiency levels annually established by the State as well as the school district;
 - 3. After initial selection, secondary measures include teacher recommendations, consideration of criterion test scores, classroom performance and, as needed, consultation with child study team and special services;
- D. All parents/guardians shall be notified in writing of a pupil's need for inclusion in the remedial program(s).

4. Program

- A. The Chief School Administrator is directed to develop programs to ensure that all pupils have the opportunity for the necessary instruction to achieve district levels of achievement in basic skills and that the parents/guardians be encouraged to participate in the development of and implementation of compensatory and remedial programs for their child.
- B. They will conform in all aspects to the requirements of state and federal law regarding developing, implementing, administering and evaluating funded compensatory education and remedial programs.
- C. An individual student improvement plan (ISIP) shall be developed and implemented for every pupil who falls below the minimum state level of proficiency on the state test instrument(s). Staff members will contribute to the development of the individual student improvement plan (ISIP). Parents will be involved by notifying them of the need and content of the individual student improvement plan (ISIP). Functions of the individual student improvement plan (ISIP):
 - 1. It will give specific direction to the supplemental and developmental learning experiences for basic skills improvement plan (BSIP) pupils;

2. The individual student improvement plan (ISIP) will help educators to design an educational program to fit the needs of the individual pupil so he/she can demonstrate mastery on tests of basic skills;
 3. It will enable the basic skills teacher to choose the most appropriate instructional strategies and materials;
 4. Individual student improvement plan's (ISIP) will serve as a basis for coordination of instruction between the basic skills teacher and the regular classroom teacher;
 5. It will inform parents/guardians of the educational status of their children.
- D. Programs especially designed for migrant children shall be provided as necessary.
5. Communication/Consultation
- A. Parents/guardians shall be invited to consult with staff on ways to give their children the maximum benefits of compensatory and remedial programs.
 - B. At least once annually, a public meeting shall be held for the express purpose of informing parents/guardians of the programs and activities provided with Title 1 funds. The parents/guardians of all eligible children shall be invited to attend. The agenda shall include:
 1. Informing parents/guardians of their right to consult in the design and implementation of the Title 1 project;
 2. Providing parents/guardians with information about the Title 1 law, regulations and instructional programs;
 3. Soliciting parents/guardians' input about basic skills improvement programs and related activities;
 4. Providing parents/guardians an opportunity to establish mechanisms for maintaining ongoing communication among parents/guardians, staff and the board.
 - C. The school's annual "Back-To-School Night" will include a program for parents of basic skills improvement plan (BSIP) pupils.
 - D. Faculty meetings and school board meetings may also, at times, include items related to remedial programs.
 - E. Several conferences, with our regular staff members, and remedial instructors shall be held with the parents/guardians of remedial pupils throughout the year.
 - F. Written and telephone communications with parents as well as our Back to School night will help maintain continued communication among parents/guardians, staff members, basic skills improvement plan (BSIP) instructors and the board.
 - G. Conferences with parents/guardians of basic skills improvement plan (BSIP) pupils shall be scheduled as often as it is deemed necessary.
6. Non-public School Participation
- A. Educationally deprived children residing in Oxford Township who are enrolled in private elementary and secondary schools will participate on an equitable basis in accordance with the requirements in Section 557 of Title 1.
 - B. Expenditures for services and activities for educationally deprived children participating in programs for non-public school pupils shall be equal to expenditures for children enrolled and participating in programs for public school programs.

C. Contact with the non-public schools servicing the district will be made at least annually as well as on an as-needed basis.

7. Evaluation

A. Pupil

1. Proficiency shall be evaluated through multi-skill assessment, standardized tests, diagnostic instruments, teacher observation, pupil progress reports and teacher rating scale.
2. Parents/guardians shall be kept informed of their children's progress through:
 - a. Individual phone contacts are made on an as-needed basis;
 - b. Quarterly progress reports are sent home to every parent/guardian of each pupil in our basic skills improvement program (BSIP) at the conclusion of each marking period.
 - c. Parent-teacher conferences are held twice a year at which time, conferences for parents of selected children are scheduled.

B. Program

1. The Chief School Administrator shall evaluate the remedial education programs each school year and report to the board of education as to their effectiveness in achieving and maintaining acceptable levels of pupil proficiency.
2. Summative and formative assessments will monitor pupil long-term trends in the program as well as their achievement over the summer months.

C. Exiting Program

1. If a child is found, through the evaluation process, to no longer need basic skills improvement plan (BSIP) services, he/she will be dismissed from the program

BIRTHDAY PARTIES / INVITATIONS

Birthday invitations to home birthday parties should be prepared and given to classroom teachers for distribution. Birthday party invitations distributed in school need to be distributed as follows with no exceptions: the entire class, all boys or all girls.

STUDENT BIRTHDAYS CLASSROOM CELEBRATIONS

Policies: 2210; 6115; 3542.1

It is the policy of the Oxford Township Board of Education to recommend that the Chief School Administrator prepare regulations that govern the practical application of school board policies. This student regulation is promulgated based on the following criteria:

1. The recommendations of an ad hoc committee of parents and school staff convened to discuss the current birthday celebration policies and regulations of the Oxford Central School.
2. The interruption of student classroom time by overzealous birthday celebrations.
3. The desire to celebra causing undue interruptions to their academic day.
4. The need to develop a regulation that would be easier to enforce and understand.
5. The need to address increasing numbers of students with food allergies.

Below are the following options available for students to celebrate their special day.

Tier I:

Birthday announcement made over the OCS public address.

Tier II:

Birthday treat for the entire class. This will be provided by the OCS school cafeteria. The order form will be located on the OCS website and should be submitted to the front office along with a check at least two days prior to the day you would like to celebrate the birthday.

Tier III:

Store bought items from the approved list posted on the OCS website may be brought in, but the school nurse must be notified at least 2 days prior to the day you would like to celebrate the birthday.**

**Items brought in will still need nurse approval to ensure the items are as listed on the approved list.

Adopted: January 26, 2012 Revised: August 19, 2014/ Reviewed August 31, 2022, Dec. 14, 2023– w/ Changes

School birthday celebrations will not include parents and/or siblings.

Candy of any kind cannot be distributed by any classroom teacher! Please refrain from sending in candy for the teacher to distribute.

CARE OF SCHOOL PROPERTY

The Board of Education provides textbooks, workbooks, library books, and a reasonable quantity of supplies to each student. Pupils are expected to exercise care in the handling of textbooks and other school materials. Chromebooks and textbooks must be covered all year long, and there is to be no writing in textbooks. Students losing or damaging books or Chromebooks will have to pay for those devices. 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 from those responsible.**

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

CELL PHONES/Earbuds (wireless headphones)/Smart watches, etc.

CELL PHONES/Earbuds (wireless headphones)/Smart watches, etc. 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/Earbuds (wireless headphones)/Smart watches, etc. during school hours (including having a cell phone/Earbuds (wireless headphones)/Smart watches, etc. on their person), in any manner, appropriate disciplinary action will result. Parents will be notified. Students will not be permitted to use cell phones for music during lunch periods. Pictures or videos may not be taken in school at any time without permission from administration or staff. Students should keep their cell/phones/Earbuds (wireless headphones)/Smart watches, etc. in the lockers during the school day (Handbook revised September, 2016/ Policy 3515.1, Electronic Portable Communication Devices, 2013). “Flip” style phones (not “Smartphones”) would be an option. *Exceptions may be granted for students with IEPs and 504s

CHROMEBOOKS

For 2024-2025, students in Grades 4-8 will be issued Chromebooks. Students in KG-3 will have daily classroom access. The Chromebooks must be handled with care. In most cases, students will be

issued the same Chromebook each year. Chromebooks must have a case. The case must be designed to protect the device. Parents must purchase the annual insurance policy for the Chromebook. **Damage to the Chromebook not covered by insurance and not repairable here at school will be charged to the parent or guardian.** Any repair costs will also include a shipping and handling charge assessed to the parents. Inappropriate use of the Chromebook, outside of classroom rules and procedures, may result in disciplinary action. Google Apps, Google Suite and student work is accessible from any web-connected device. To ensure that students are utilizing their time in class effectively, student browser history is subject to random inspection and student use of the Chromebook is monitored using GoGuardian software.

CURRICULUM/ STANDARDS

NEW JERSEY STUDENT LEARNING STANDARDS (NJSL)

Curriculum Areas

Language Arts Literacy – NJSL-ELA
Mathematics – NJSL-M
Science – NJSL-S
Social Studies – NJSL-SS
World Languages – NJSL-WL
Comprehensive Health and Physical Education – NJSL-H/PE
Technology – NJSL-TL
Visual and Performing Arts – NJSL-VPA
21ST Century Life & Career Skills – NJSL-CLCS
Computer Science and Design Thinking – NJSLA-CS/DT

Copies of the New Jersey Student Learning Standards are available through the school on the Oxford Central School homepage.

DANCES

1. **Any student who is not in school on the day of a dance will not be permitted to attend.**
2. Dances are for Oxford Central School students only. Grade levels participating will be announced prior to each dance.
3. Dances are held periodically by student organizations and/or the P.T.A.
4. Dances will be publicized on the school website and via SchoolMessenger. Parents must pick up their children on time.
5. All dances will be chaperoned by an Oxford Central School staff member and may include parent chaperones.
6. The sponsoring organization is responsible for arranging for chaperones, in advance, for collecting admission money, for selling refreshments, and for cleanup.
7. 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.

- 8. 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 the predetermined end of the dance unless called for by the parent.
- 9. **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.**

DISCIPLINE

School-Wide Positive Behavior Support Response Guideline & Definitions

Oxford Central School continues to embrace our C.O.R.R.E.C.T. core values for promoting socially appropriate behavior among students and creating a safe, effective learning environment. Through implementing this universal guideline it has helped with managing behavior consistently throughout our school. There is delineation between problem behaviors that are “major” and those considered “minor,” and they are outlined below.

The following is information pertaining to the student Code of Conduct:

- 1)The Code of Conduct will be considered a general outline for student actions and consequences;
- 2)The level of consequences refers to the severity of the behavior. i.e.: 2nd level is not necessarily a 2nd offense; school service may be a possible consequence under certain circumstances;
- 3) the type and length of the suspension is at the discretion of the administration;
- 4) State Incident Report (Student Safety Data Systems) completed when required;
- 5) “Progressive” is defined as continued and more severe consequences for behaviors.

Grades kdg-4th:

This plan will be used when dealing with conflicts that may or may not rise to the level of HIB. Remedial measures shall be designed to correct the problematic behavior; prevent another occurrence of the problem; protect and provide support for both the target and the agent of the act. The consequences and remedial measures may include, but not limited to:

<ul style="list-style-type: none"> · Warning · Discussion with student and or parent <ul style="list-style-type: none"> · Referral to Guidance Counselor · Written reflection (Think About It) · Apology <ul style="list-style-type: none"> · Temporary removal from the classroom · Take a break (moment of mindfulness, stop and think, reflection, walk) <ul style="list-style-type: none"> · Detention (before school, after school, recess) · I&RS Meeting · In extreme circumstances, In School/Out of School suspension 			
Behavior	First Incident	Second Incident	Third Incident

<ul style="list-style-type: none"> ● Teasing ● Rumors/Gossiping ● Name calling ● Leaving someone out ● Using inappropriate language ● Antagonizing which leads to situation escalating ● Disrespect of personal space ● Inappropriate physical contact (hitting, spitting, kicking, pushing, grabbing) ● Inappropriate conduct in the hallway ● Inappropriate gestures ● Threatening another student ● Using items to intentionally hurt others ● Disrespect towards others including members of the staff ● Disrupting others through excessive talking, calling out, or attention-seeking behavior ● Inappropriate use of technology/violation of district technology acceptable use policy 	Level 1 (Grades K-1) Warning Parent contacted	Level 1 (Grades K-1) One detention* Parent contacted	Level 1 (Grades K-1) Two days detention* Parent contacted
	Level 2 (Grades 2-3) One day of detention* Parent contacted	Level 2 (Grades 2-3) Two days of detention* Parent contacted	Level 2 (Grades 2-3) Three days of detention not to exceed two recess detentions per week* Parent contacted
	Level 3 (Grades 4) One day of detention* Parent contacted	Level 3 (Grades 4) Three days of detentions, not to exceed two recess detentions per week* Parent contacted	Level 3 (Grades 4) In-School Suspension Parent contacted

This chart is for Grades 5-8. Grade k-4 will be considered if not listed on the specific k-4 chart.			
Behavior	1st Level	2nd Level	3rd Level
Bus behavior	Administrative warning Possible detention	Parent notification Detention Possible suspension of bus privileges (length of bus suspension to be determined by administration)	Parent notification Detention Suspension of bus privileges (length of bus suspension to be determined by administration) Progressive consequences as appropriate

Bothering Others	Warning Possible detention	Parent notification Administrative referral Detention	Parent notification Administrative referral Detention Progressive consequences as appropriate
Cutting Class	Parent and Administrator notification Detention with teacher Loss of credit for work missed	Parent and Administrator notification Detention with teacher Loss of credit for work missed	Parent and Administrator notification Detention Loss of credit for work missed Progressive consequences as appropriate
Dishonesty	Parent notification Detention with teacher	Parent notification Referral to administration Detention	Parent notification Referral to administration Detention Progressive consequences as appropriate
Disrespectful to Staff	Conference with counselor/ student/teacher Apology Possible detention Parent notification	Referral to administration Parent notification Detention	Referral to administration Parent notification Detention Progressive consequences as appropriate
Disrespectful to Student	Conference with counselor Apology Parent notification	Referral to administration Parent notification Detention	Referral to administration Parent notification Detention Progressive consequences as appropriate
Dress Code District Handbook	Referral to guidance Parent notification Warning Change clothes	Referral to administration Parent notification Change clothes Detention	Referral to administration Parent notification Change clothes Detention/Progressive consequences as appropriate
Endangering the health and safety of others		Referral to administration Parent notification Detention	Referral to administration Parent notification Progressive consequences as appropriate
Fighting	Parent notification In school suspension Possible police notification	Parent notification Out of school suspension Possible police notification	Parent notification OOS Suspension Progressive consequences as appropriate SSDS Incident Report Possible police

			notification
Founded case of Harassment, Intimidation and Bullying	BOARD	Policy 5131.1	SSDS Incident Report
Inappropriate Use of Technology (including having phone out during the day-phones are to be stored in lockers and not be on their person) Board Policy 3515.1 Students are not allowed to record, video, text or take pictures in the school setting without permission from staff.	Warning Parent notification Device held by teacher until the end of the period Possible referral to Administration for disciplinary consequence Police notification as appropriate	Parent notification Device given to administration until the end of the day Referral to Administration for disciplinary consequence Police notification as appropriate	Parent notification Device given to administration for parent pick-up Referral to Administration for progressive disciplinary consequences Police notification as appropriate
Inappropriate use of Technology used to harass, insult or attack others Board Policy 3515.1	Referral to administration Parent notification Detention/suspension Progressive consequences as appropriate Police notification as appropriate HIB investigation per policy	Referral to administration Parent notification Detention/suspension Progressive consequences as appropriate Police notification as appropriate HIB investigation per policy	Referral to administration Parent notification Detention/suspension Progressive consequences as appropriate Police notification as appropriate HIB investigation per policy
Inciting, leading, or participating in a student disorder	Referral to administration Parent notification Possible Detention	Referral to administration Parent notification Detention	Referral to administration Parent notification Detention/Suspension Progressive consequences as appropriate
Insubordination/Disobedience	Warning	Referral to administration Parent notified Detention	Referral to administration Parent notification Progressive Consequences as Appropriate (Detention/suspension)
Leaving Class without Permission	Warning Detention with teacher	Parent notification Administrative referral Detention	Parent notification Administrative referral Detention Progressive consequences as appropriate

Leaving School Grounds	Referral to administration Parent notification Detention	Referral to administration Parent notification Suspension	Referral to administration Parent notification Police notified if necessary Suspension Progressive consequences as appropriate
Lewd/Vulgar Behaviors	Referral to administration Parent notified Detention Possible police notification	Referral to administration Parent notification Detention Possible police notification	Referral to administration Parent notification Police notification if appropriate Detention/Suspension Progressive consequences as appropriate SSDS Incident Report as appropriate Possible police notification
Misconduct Disruptive/Inappropriate Behavior	Warning Possible detention with teacher	Parent notification Detention with teacher	Parent notification Administrative referral Detention Progressive consequences as appropriate
Misuse of passes	Warning Possible detention with teacher	Parent notification Detention with teacher	Referral to administration Progressive consequences as appropriate
Plagiarism/ Academic Dishonesty	(5th and 6th) Possible zero on assignment and/or loss of credit (7th and 8th) Zero on assignment and/or loss of credit Detention with teacher Parent notification	Referral to administration (Progressive consequences as appropriate) Zero on assignment Parent notification	Referral to administration Zero on assignment M.P. grade lowered one letter grade Parent notification
Pulling of Fire Alarm	Parent/Police/Fire notification Suspension	Parent/Police/Fire notification Suspension	Parent/Police/Fire notification Suspension Progressive consequences as appropriate
Smoking	BOARD	Policy 3515	SSDS Incident Report

Stealing	Teacher or administrative conference Detention Restitution Parent notification	Teacher or administrative conference Parent notification Detention/ Suspension Restitution	Referral to administration Parent notification Police notified if necessary Suspension Progressive consequences as appropriate SSDS Incident Report
Substance Abuse	BOARD	Policy 5131.6	SSDS Incident Report
Tardiness to class District Policy 5113	Warning and possible detention with teacher Every three tardies will be recorded as a cut of class	Parent notification Detention with Teacher Every three tardies will be recorded as a cut of class	Parent & administrative notification (Progressive consequences as appropriate*) Every three tardies will be recorded as a cut of class (BOE Regulation 5200)
Tardiness to School * District Policy 5113	Conference with student and school counselor Parent notification Recording a cut of class with consequences as per Code of Conduct	Conference with student, school counselor, and Administrator Recording a cut of class with consequences as per Code of Conduct Parent notification	Attendance Review Committee Meeting Complaint filed with Municipal court
Unwanted Physical Contact	Warning Possible Detention Possible police notification	Parent notification Detention Possible police notification	Parent notification Suspension Progressive consequences as appropriate SSDS Incident Report Possible police notification
Vandalism/ Destruction of Property	Parent notification Detention Possible restitution or school service	Referral to administration Parent notification Detention or Suspension Possible restitution or school service	Referral to Admin. Parent/Police notified SSDS Incident Report Possible restitution or school service Suspension: Progressive consequences as appropriate
Verbal abuse or Use of Profanity	Parent notified Detention with teacher	Parent notification Detention/ Suspension Progressive consequences as appropriate	Referral to administration Parent notification Detention/Suspension Progressive consequences as appropriate
Weapons	BOARD	Policy 5131.7	SSDS Incident Report

While this Code of Conduct and Infractions Chart aims to address the most common

behavioral issues, it is understood that not all possible infractions can be anticipated. Therefore, any conduct deemed inappropriate, disruptive, or harmful to the school community and its members, even if not explicitly mentioned herein, will be subject to review and disciplinary action by the school administration. This clause empowers the school to maintain a safe and respectful environment for all.

Any out of school suspension will warrant a re-entry meeting with the counselor and/or child study team member and an administrator depending upon the infraction.

CELL PHONES

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 (including having a cell phone on their person), in any manner, appropriate disciplinary action will result. Parents will be notified. Students will not be permitted to use cell phones for music during lunch periods. Pictures or videos may not be taken in school at any time without permission from administration or staff. Students should keep their cell phones in the lockers during the school day (Handbook revised September, 2016/ Policy 3515.1, Electronic Portable Communication Devices, 2013).“Flip” style phones (not “Smartphones”) would be an option.

Demerit Point System

Throughout the school year, students will have the opportunity to participate in special events such as activity nights, dances, picnics, and class trips. If the nature of a student’s discipline record is at a serious level, a student may be excluded from any special event due to the number of demerits accumulated at the time of the event. A demerit point system is included in a student’s disciplinary record throughout the school year. Demerits are issued for a student’s violation of the school’s code of conduct. The demerit point system is designed for academic team and/or administrative review. A student’s demerit record can adversely affect his/her attendance on a class trip, field trip, or other upcoming school activity or event. A student must have a clean record of served detentions in order to attend an upcoming school activity or event, class trip, or field trip.

The demerit point system is recorded as follows:

- 1 point for a teacher, office, or lunch detention
- 1 point for each tardy per semester, starting at the 3rd tardy
- 3 points for an ISS
- 4 points for an OSS.

Demerit consequences:

- Field Trips: 6 Demerits if trip is prior to February, 12 Demerits thereafter
- Participation in School Events: 6 Demerits; Spring– 12 Demerits
- Attendance at School Events– 6 Demerits; Spring– 12 Demerits

Students may not participate in any co-curricular activity (clubs, theater, archery, etc.) that was scheduled for that afternoon or evening if he/she has been absent, suspended, or sent home due to illness.

*Students who remain infraction free for one month will have a demerit removed from their record.

Students may be barred from any field trip, school activity such as an assembly for disciplinary or safety reasons. The school's demerit point system will be reviewed regarding field trip/assembly spectator participation. Any student barred from a field trip may appeal his/her case to the teacher/trip coordinator/grade level advisor and the principal.

Students who accumulate 6 demerits or more prior to the start of the 4th cycle or 12 Demerits or more following that, may appeal. An appeal committee will hear each student's appeal. The decision of the appeal committee is final. In some cases, as determined by administration and appropriate staff members, a student who has demonstrated behavior violations may require the student's parent/guardian to attend the field trip to maintain close management.

Transportation:

Board Policy 3515.1, 3541.1

Oxford Central School makes every effort to operate a safe and dependable system of busing for all students in accordance with State guidelines. In order to meet this expectation, the rules listed below will be enforced. Please note that only approved students may ride the bus.

Students Meeting the Bus Should:

- Arrive at their bus stop at least 10 minutes before the regular pick-up time.
- Stand away from the road; do not stand on the traveled portion of the road while waiting for a bus.
- Wait until the bus has stopped, then walk to the front door. Do not run alongside a moving bus.
- Board the bus in an orderly fashion.
- Use only their assigned bus, bus stop and route.
- Not engage in any manner with strangers at the bus stop.
- Stay off private property

Students Riding the Bus Should:

- Obey instructions of the bus driver and/or bus attendant.
- Not distract the bus driver/Not tamper with bus equipment.
- Refrain from horseplay.
- Listen to phones using personal listening devices/no recording of others
- Wear seat belts at all times.
- Not throw objects in or from the bus.
- Be seated immediately. Remain seated, facing forward.
- Share seats equally.
- Not have any glass objects
- Be courteous and respectful towards the bus driver, passengers and staff
- Not shout on the bus or out of the bus windows.
- Keep all body parts inside the bus.
- Not eat or drink without bus driver/teacher permission.

- Not bring large objects on the bus.
- Keep aisles clear

Students Leaving the Bus Should:

- Remain seated until the bus comes to a full stop.
- Leave the bus in an orderly manner; students in the front seats exit first.
- Leave the bus stop area when safety permits when discharged from the bus.
- If necessary, cross the street. Crossing should be at a point at least 10 feet in front of the bus and not be initiated until the driver has signaled that it is safe to do so.
- Use their assigned bus stop and route only.
- Not engage in any manner with strangers at the bus stop.

Parents of children in Kindergarten, 1st or 2nd grade must ensure that a responsible individual or older sibling is at the bus stop to meet their child each day. If a child in grades K through 2nd is not met at the bus stop, the bus driver will return the child to the school office to ensure the safety of the child.

If a disciplinary problem should occur in the afternoon, and the problem is such that, in the judgment of the driver, it is unsafe to proceed, the driver may return to the school to seek immediate disciplinary action and/or assistance. Bus drivers are instructed to report any infractions to the school principal/designee.

Trespassing - Only authorized persons are permitted aboard a school bus (school property).

Riding the School Bus is a Privilege - Should a student be reported to the principal for an infraction, the principal will be responsible for disciplinary action, which may include the loss of the privilege of bus transportation until the parent, the bus driver, the principal, can arrive at an understanding which will correct the problem. The parent will be responsible for the transportation of their child who has lost school bus transportation privileges.

Definitions of Rule Violations/Major Behaviors

Abusive/ Inappropriate Language	Verbal messages that include profanity or using words in an inappropriate way in such a manner that the learning environment is significantly disrupted (<i>different from Harassment/Discrimination</i>).
Fighting	Two (or more) students mutually engaged in serious physical contact (punching, kicking, scratching, biting, spitting, hair pulling, hitting with object).
Physical Aggression	One student imposing serious (dangerous) physical contact upon another (hitting, punching, kicking, scratching, biting, spitting, hair pulling, hitting with object).

Insubordination	Complete refusal to follow staff directions in such a manner that the learning environment is significantly disrupted and/or the student places himself/herself or others in a dangerous situation.
Student Threat	Student delivers a message (verbalized, written, drawn or gestured) toward another that conveys an act of intended injury or harm.
Disruption	Behavior causing a sustained and significant interruption of a class or activity.
Harassment/Intimidation/Bullying / Discrimination Cyber-Bullying	Repeated teasing, name calling, or other actions, as well as activities or statements intended to be offensive of one's gender identity, religion, race, heritage, color, and disability, including sexual harassment. Cyberbullying/cyber harassment as any kind of communication in an online capacity via any electronic device or through a social networking site that is intended to harass another, and in which the person sending the communication threatens to inflict injury or physical harm to any person or the property of any person; or about a person with the intent to emotionally harm a reasonable person, or place a reasonable person in fear of physical or emotional harm to his person.
Property Damage (school)	Deliberately impairing the usefulness of school property. <i>(different from Vandalism).</i>
Property Damage (others)	Deliberately impairing the usefulness of another student's or staff member's personal property.
Vandalism	Participating in an activity that results in substantial destruction or disfigurement of property.
Theft	Possession of, having passed on, or the removing of someone else's property.

Other	Could include: possession (<i>tobacco, laser pointers, drugs, or weapons</i>)---arson--forgery--bomb threat--false alarms--extortion--computer use violation--leaving school property, inappropriate images.
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Students who demonstrate a pattern of discipline violations may be excluded from class trips, overnight trips and extra-curricular trips.

DISMISSAL AT THE END OF THE DAY

If you are planning to change the after school plans for your child you must notify the teacher in writing.
If

this is not done due to an emergency, **please call the Main Office at least 30 minutes before your intended pick-up**

time so that we can efficiently carry out a change in the after school plan. Non-bus riding students may not

ride the bus. Please be aware that a request to ride the bus MAY NOT be granted and subscription busing costs

may be implemented. **As per Policy 5142, no student will be dismissed to an Uber, Lyft, Taxi or Limousine service driver!! EVER!!**

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.

DRESS CODE

The school is first and foremost an academic institution. 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. Many items of clothing may be trendy or popular to wear when socializing, however, that does not mean they are appropriate for the school environment. The school retains the right to require certain clothing for specific field trips, after school activities, or class activities.

Acceptable attire includes:

1. Slacks or jeans or jeggings
2. Leggings or yoga pants can be worn with a top or skirt of appropriate length (no higher than 5 inches from the knee).
3. Tennis shirt or blouse or polo shirt -- ALL with sleeves, however, students may wear shirts with straps that are at least "three-fingers wide."
4. Shoes or Sneakers – no sandals of any type
5. Shorts or skirts (no higher than 5 inches from top of the knee)

Unacceptable attire includes:

1. Clothing, pins, stickers, banners with inappropriate or suggestive language. This includes any attire condoning/advertising alcohol, tobacco products, drugs, sex, gender-related terms 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 that reveals any part of an undergarment, OR IS A LOW CUT SHIRT and deemed inappropriate by the teacher and administration.
3. Jewelry or chains that are determined by school officials to be noisy, distracting, or potentially dangerous (including choker chains).

4. Shorts and/or dresses worn shorter than mid-thigh (no shorter than 4-5 inches from top of the knee).
5. Spaghetti-strap dress or shirt.
6. Footwear: NO Flip-Flops, heels of shoes higher than three inches, or "roller sneakers." No sandals of any type. Slippers are not permitted. Sneakers should be laced.
7. Pajama bottoms or lounge pants
8. Hats are not permitted to be worn in the building unless for a predetermined occasion.
9. 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.

Enforcement

1. Teachers should address violations of the dress code during homeroom. Teaching staff members **may** report violations of the dress code to the administration, designee or school nurse, if the student presents insubordination concerning the request.
2. Pupils who publicly represent the school or a school organization at an activity away from the school district are required to dress in full accordance with the reasonable expectations of the staff member in charge of the activity. Pupils unwilling to comply with this requirement will disqualify themselves from participation.
3. Pupils will not be permitted to attend a school-related function, such as a field trip or after-school activity unless they are attired and groomed in accordance with this dress code.
4. The CSA may waive any portion of the dress code on a day especially scheduled for pupils' free expression in dress and grooming.
5. An appeal may be made to the CSA whose decision will be final.

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 main office.

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 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-WFMZ (cable television).

The school district will also utilize a broadcast calling and email feature (School Messenger) to alert each household of a school closing, delayed opening or other emergency issue.

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 as soon as possible. **It is imperative that the school have up to date phone numbers and alternative child care contacts on file at all times.**

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 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.

EXTRACURRICULAR ACTIVITIES

Each year, the school district will offer extracurricular 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 extracurricular activities until the start of the first day following disciplinary action.
3. Any student absent from school will not be permitted to participate in extracurricular 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.
5. **Student's whose attendance falls below 80% for extracurricular activity or practice may be deemed ineligible.**
6. All clubs, activities and teams will abide by the OCS Extra-Curricular Code of Conduct.

FERPA

See last page

FIELD TRIPS

Entitlement

All grade levels are typically scheduled 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. Students with persistent disciplinary incidents may be excluded.

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 admission fees to events which are directly related to their responsibilities as a 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. The school field trip manual will be used as the basis for the operation of the field trip.

Fees

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

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.

FREE & REDUCED LUNCHES – [Free and Reduced Application and Information](#)

GRADING PROCEDURES (Board Policy 5124)

Grading Symbols:

Kindergarten

3 = Met the standard

2 = Progressing toward the standard

1 = Limited progress toward the standard

S= Satisfactory progress

NA = Not applicable this marking period

Grades One and Two

3 = Met the standard

2 = Progressing toward the standard

1 = Limited progress toward the standard

S= Satisfactory progress

NA = Not applicable this marking period

Grades Three and Four

Grades Five through Eight

A =	(90-100)	A+	97 - 100
B =	(80-89)	A	93 - 96
C =	(70-79)	A-	90 - 92
D =	(65-69)	B+	87 - 89
P= Pass	F=Fail	B	83 - 86
S = Satisfactory		B-	80 - 82
IS = Improvement Shown		C+	77 - 79
NA=Not Applicable		C	73 - 76
		C-	70 - 72
		D+	67 - 69
		D	65 - 66
		F	Below 65

D. High Honor Roll: Grades 3-4: 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 a 90 in ANY class and a student must receive “S” or higher in conduct.

E. Honor Roll: Grades 3-4: 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 80 in ANY class and a student must receive “S” or higher in conduct.

F. High Honor Roll: Grades 5-8: A student must an A- or above in ALL classes in order to be eligible for the High Honor Roll. Students MAY NOT receive a grade lower than an 90 in ANY class and a student must receive “S” or higher in conduct.

G. Honor Roll: Grades 5-8: A student must receive A’s and B’s in ALL classes in order to be eligible for the Honor Roll. Students may not receive a grade lower than an 80 in ANY class and a student must receive “S” or higher in conduct.

H. Principal’s Honor Roll: Grades 6-8: Students who have a 95 average or higher in all classes will be eligible for this recognition.

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.

GRADE REPORTS FOR STUDENTS IN GRADES 4-8 SHOULD BE MONITORED BY PARENTS UTILIZING THE GENESIS PARENT PORTAL.

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.

Student Rights: Policy 5131.

Advance notice of behaviors resulting in suspensions or expulsions
Education supporting development into productive citizens
Attendance irrespective of marriage, pregnancy, or parenthood
Due process and appeal procedures
Parent notifications for law enforcement interviews, suspensions, and attendance issues
Records and privacy protections

GYM UNIFORMS

Students in grades 6-8 will be expected to change for Physical Education into the approved gym uniform. Street clothes should be locked in the locker room during Physical Education class. **Students must provide their own lock for the Physical Education locker.** A gym uniform order form is found on the school website and can be accessed in the Parent Resource/ Helpful Forms link as well as the OCS Backpack.

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 AND WELLNESS

The district will follow all CDC/ NJDOH guidelines to promote student and staff health and safety.

Health services to the pupils in the Oxford Township School District will be provided by a certified school nurse and/or school doctor. For full information, parents should consult Board policy 3542.1.

1. The following are the basic health services provided:
 - A. Height, weight and blood pressure screenings are conducted on all students, PS-8.
 - B. Hearing screening is conducted for students in Kindergarten through 3rd grade and in 7th grade.
 - C. Screening for visual acuity is conducted in grades Kindergarten, 2, 4, 6, and 8.
 - D. Scoliosis screening is conducted in grades 5 and 7.
 - E. Immunization records are reviewed and recorded for students grade PS-8.
 - F. Medical Records are compiled and maintained for students grade PS through 8.
 - G. A plan for the efficient management of diabetes & allergen related conditions.

If you have any issues or concerns, please contact the school nurse to discuss these.

2. Physical examinations are to be completed at the medical home of the student (NJAC 6A:16-2.2(f) et seq). In the event that the school physician is needed to complete an examination, 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. A physical examination is required for any student that is new to the school system, all students entering PS and kindergarten for the first time and any student participating in school sponsored sports, i.e. archery, floor hockey.

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 eligible for extracurricular activities held at the school, i.e. field trips, dances, clubs. See Policy 6172, Alternative Education.

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 will 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. Only district purchased locks may be used (unless prior approval is obtained by the principal or designee). Students are responsible for any damage or loss.

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 periodically and are subject to random inspection by the administration. Students who violate these rules will lose locker privileges for a period of one week.

Students should not put stickers or other items on the inside or the outside of the locker.

Anything on the interior must be removed at the end of the school year.

Students found tampering with lockers could lose their locker privileges. Where there is a potential risk or harm, administration may search a locker or lockers.

In order to provide a higher level of building security, locks must be locked at all times. Students whose lockers are not locked may be subject to disciplinary action. Lockers not in use will be secured by school personnel.

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 main office.

LUNCH AND LUNCHROOM PROCEDURES

1. Lunch is scheduled for 30 minutes including early dismissal days (1:00 p.m. closing).
2. The full lunch Price is \$3.25. Ala Carte items and costs can be found in the Cafeteria link.

3. Lunches are ordered during homeroom.
4. All students will be provided lunch, unless they bring lunch from home.
5. [Free and Reduced Lunch Application](#)

MEDICATION TO STUDENTS

New Jersey State Law requires a written statement from the physician for any medication-either prescription or over the counter to be dispensed to a student during school hours. This includes oral, inhaled, or injectable medications.

These medication orders are only effective for the current school year and are not carried into the next school year. All medications must be transported to and from school by a responsible adult and are secured in the health office. Medications must be in the original prescription container labeled by the pharmacy or in the original over the counter container.

Students with asthma and/or other potentially life-threatening illnesses may be permitted to carry and self-administer inhaled or injectable medication for the treatment/prevention of these illnesses. This shall be the case only if the physician deems the student responsible and has properly educated him/her in the administration of the medication. All inhalers, whether it is a sample obtained from your physician or a pharmacy generated one, require a written prescription from your doctor. If your physician has determined that your child is capable to carry and self-administer this inhaler, he/she must report inhaler usage to the nurse.

****PLEASE NOTE****

The required form for medication at school can be found on the school's home page or the nurse's page under Physician Authorization for Medication in School. Please have your child's doctor complete all areas of this form and then sign and stamp it. Then please read the Parent Authorization and sign your part of the form.

Also, with regard to **over the counter Tylenol and Ibuprofen for the 2024-2025 school year**, Dr. John Fritz (OCS School Physician) will be authorizing the order for these to be administered to students during the school day. A form regarding this will be sent home in September for parental review and completion. If you choose to take advantage of this, you must complete and return the entire form to the nurse.

NATIONAL JUNIOR HONOR SOCIETY

Students in 8th Grade are eligible to become a part of the National Junior Honor Society. Student eligibility is based on leadership, service, character, citizenship and scholarship. A student must earn a "92" or higher in every subject in both 7th and 8th grades and have no discipline reports in either year.

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.

PICTURES

Student pictures are taken at the beginning of the school year. Parents can expect delivery in December. Payment is required upon ordering. For 2024-2025, Fall school pictures will be taken by SchoolCraft Spring pictures will be offered. Spring pictures for 8th Grade students will be taken in cap and gown.

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. Please 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. They may be used on the field.
 - C.. Pushing or shoving is not permitted.
 - D. BE CAREFUL AT ALL TIMES!
5. Use of play areas after school is unsupervised; parents are responsible for their child's safety.
6. Play Areas are monitored by video cameras, 24 hours a day.

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.
- E. Parents will be charged for the cost of summer school classes due to failure.

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 may result in retention.

PURSES

Any purse should remain in the student's locker during the school day.

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 COUNSELOR

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

SCHOOL GROUNDS CURFEW

1. No one is allowed on school grounds between dusk and dawn. Security cameras record 24 hours a day.
2. Any organization wishing to use school grounds when school is not in session must have an approved Use of School Facilities form with them at all times.
3. Any person not participating in a supervised activity found on school grounds during school hours or between dusk and dawn 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 extracurricular activities.

SCHOOL SECURITY

The Oxford Central School utilizes 24-Hour security cameras to monitor the exterior of the building and most areas of the interior of the school. Visitors may be required to show identification.

STUDENT PROPERTY – LOST, STOLEN DAMAGED

The district does not provide insurance to pay for or replace student property that is lost, stolen or damaged at school. All items, including electronics, bicycles and skateboards are brought to school at the owner's risk! Lockers are safe places to store items (IF THE LOCK REMAINS LOCKED AT ALL TIMES). If the lock combination is shared with others or the lock is not kept securely locked, the locker is no longer a safe place to store items. The school will assist students, to the extent that is practical under the circumstances, to recover lost or stolen property.

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 OCS main office is to be notified in order to transfer your child's school records. A transfer request card must be completed and given to the main office.

TRANSPORTATION

All bus riders may be subject to CDC/NJDOH guidelines for the duration of the ride to and from school.

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.

THERE IS NO EATING OR DRINKING OF ANY FOOD ON THE BUS! STUDENTS MIGHT BE EXCLUDED FROM RIDING THE BUS IF THEY ARE FOUND TO BE IN VIOLATION OF THIS RULE.

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. **ALL VISITOR'S MAY BE SUBJECT TO CDC/NJDOH GUIDELINES WHILE IN 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 PARENT, VISITOR, VENDOR, ETC., IS PERMITTED TO GO TO THE CLASSROOM

WITHOUT PERMISSION FROM THE MAIN OFFICE BEFORE SCHOOL, DURING SCHOOL OR AFTER SCHOOL

The Oxford Central School utilizes 24-Hour security cameras to monitor the exterior of the building and most areas of the interior of the school.

WATER BOTTLES AND WATER BOTTLE FILLING STATIONS

During the 2024-2025 school year, students are asked to bring a filled water bottle to school. As health regulations warrant, water fountains may be available.

SAMPLE/ ACCEPTABLE WATER BOTTLES



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 typically distributed in June.

**FERPA:
Notification of Rights under FERPA
For Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA)

FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA applies to all educational agencies and institutions (e.g., schools) that receive funding under any program administered by the Department. FERPA prohibits the improper disclosure of personally identifiable information derived from education records. Under FERPA, a school is required to provide certain privacy protections for those education records that it does maintain. Also, unless there is an outstanding request by an eligible student to inspect and review education records, FERPA permits the school to destroy such records without notice to the student.

Schools must notify parents and eligible students annually of their rights under FERPA. FERPA affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights include:

A. The right to inspect and review the student's education records within 45 days after the day the Oxford Township School District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

B. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the district to amend a record should write to the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

C. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A "school official" is defined as a person employed by the school as a teacher; paraprofessional, administrator; board member; support or clerical staff; attorney; nurse and health staff; counselor; human resources staff; information systems specialist; school security personnel; and a contractor, consultant, volunteer or other party to whom the school has outsourced institutional services or functions. A school may disclose personally identifiable information from education records without consent to a "school official" under this exception only if the school has first determined that the official has a "legitimate educational interest" in obtaining access to the information for the school. A "school official" has a "legitimate educational interest" if the official needs to review an education record in order to fulfill his or her professional responsibility.

D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Oxford Township School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202

Exceptions: See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits disclosure of information contained in a pupil's health record to pupils or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of a pupil or other persons. The conditions of each disclosure of personally identifiable information (PII) will be documented in the student's record.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §

99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student.

FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31): School officials with legitimate educational interest; Other schools to which a student is transferring; Specified officials for audit or evaluation purposes; Appropriate parties in connection with financial aid to a student; Organizations conducting certain studies for or on behalf of the school; Accrediting organizations; To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

FERPA allows schools to disclose those education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

FERPA allows schools to disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, we must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. The Oxford Township School District must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (website, handbook, special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.