

August 21, 2019

Welcome back to another great year of learning at ORA!

I hope you are enjoying a wonderful summer. I also hope you are relaxed, recharged and ready to start a new school year. I am so delighted that you are part of our amazing learning community. I welcome and value your positive energy and dedication to excellence in education, and I look forward to working with you and your children

At ORA, we are committed to helping your child achieve success! We know and understand the important role that we have in ensuring that your child has the foundational skills that are necessary for a successful future. It is our desire that all students will leave our school prepared for whichever path they choose after high school ~ College or Career!

This parent handbook/calendar is a useful guide to the many activities and programs offered at our school, as well as information about school and administrative policies. Please note that we will also send home monthly newsletters with additional information and additions. Notifications of additions and changes will be distributed through our weekly "Tuesday Folders" and AVID Binders.

We are your partner in your child's education! Please maintain open communication with us throughout the year. Frequent communication is essential in the success of your child's academic and social growth.

Please take the opportunity to read through this handbook regarding policies, procedures, and expectations. Agendas, student binders, or communication folders should go home each day and should be signed by parents nightly. If you have any questions, please contact the school at 514-6475. We will be glad to answer any questions that you have.

Let's make it an excellent year at Oaks Road Academy, together!

Sincerely,

Dr. Eleanor B. Patrick
Principal

Address or Phone Number Changes

The school must be notified of any changes in your address or phone number as soon as possible. This includes changes in work phone numbers and phone numbers of emergency caregivers whom you authorize.

For the health and safety of your child, we are required to have current, up-to-date contact information.

Agendas/Binders/Communication Folders

All students will be given a Student Agendas, a binder, and/or a communication folder at the beginning of the year or when enrolling. Students are expected to use their agendas daily as assignment books. Parents and teachers are expected to use the agenda as a way to communicate between home and school. *Parents/Guardians are expected to sign the agenda daily.*

Arrival

Students arrive at Oaks Road by bus, carpool, and van. Students arriving by carpool may enter the building for breakfast at 7:40 AM. All students will proceed to their classes at the 7:40AM bell. All students should report to class by 8:00 AM each morning. Students arriving after 8 AM will be considered tardy. Students reporting after 8:00 AM must be checked in by a parent and pick up a tardy pass to take to class. Teachers will collect the passes and record the student as tardy.

Parents are allowed to walk their child(ren) to class, if desired, the first few weeks of school. This should not interfere with the teacher's ability to start the day with students nor should it cause a child to be tardy. Beginning September 27, 2019, we ask that parents who choose to walk their child into the building honor the "Kiss and Go Zone". This means saying your goodbyes in the foyer and sending your child to class on their own. This enables our staff to get the instructional day off to a quick start and also helps our young learners get adjusted to working independently.

Only buses and daycare vans may use the driveway by the cafeteria in the mornings. Cars should enter using the front circle during the morning carpool. **Drivers should not pass other cars while in line.**

Attendance

Regular attendance directly improves academic performance. Children rely on their parents/guardians to ensure they are in school and on time. It is the child's responsibility to make up missed assignments. Parents/guardians will be notified by mail if your child's absences or tardiness is excessive and a pattern is developing.

A student must be present 1/2 of the instructional day. Therefore, students who **arrive after 11:30 will be counted absent**. Students who are absent must return a **note/email** indicating the **reason**

within 2 days of the absence to the child’s teacher. Failure to do so will result in an “unexcused” absence. Late arrivals and early checkouts count in the 20 day attendance policy. Students with more than 20 absences shall not be promoted, except by the determination of the principal.

Arriving Late- Students who arrive after 8:00 AM must report to the office for a tardy slip. The **parent/guardian must accompany the child** to the office and sign in him/her. Visitors and students are asked to remain quiet during the announcements. Students must have no tardies to receive Perfect Attendance.

Leaving Early- If students need to be checked out early during the instructional day, parents/guardians must sign the child out in the main office. **No student will be checked out after 2:40.**

*Please try to schedule your child’s appointments after school. Every minute of missed instruction has an impact on student learning.

*Students must have no early checkouts to receive Perfect Attendance.

*Please make sure you have proper identification when checking out your child. You will be required to provide an ID when checking out your child.

Tardies

# of Tardies	Teacher Action
3 tardies	Parent phone call home
6 tardies	Parent phone call home to set up conference (Parent/Teacher) Conference with parent regarding attendance concerns Teacher begins MTSS paperwork for attendance
8 tardies	Parent phone call home to set up conference (Parent/Teacher/Counselor) Conference with parent regarding attendance concerns. If chronic tardiness is a concern, counselor will begin an orange folder.
10 tardies	Teacher completes social worker referral

Absences - per Craven County Schools

# of unexcused absences	School Action
3 unexcused absences	Parent notification - Phone Call or Written Letter
On or before 6 unexcused absences	Parent notification sent - Letter home
6 unexcused absences	Letter sent home from District Attorney
10 unexcused absences	Parent notification sent from school Letter home from District Attorney Chronic attendance issues may result in a referral to Social Services and the need to file a complaint with the District Attorney

Additional information regarding attendance can be found in the 2019-2020 Craven County School System Policies and Regulations Handbook.

AVID

AVID stands for **A**dvancement **V**ia **I**ndividual **D**etermination. AVID is a college readiness program designed to help students develop the skills they need to be successful in college. The program places special emphasis on growing writing, critical thinking, teamwork, organization and reading skills. This year Oaks Road Academy will be using the AVID philosophies in Kindergarten through 5th grade.

Awards & Recognition

Students are eligible for the following awards:

Perfect Attendance- 100% attendance, no tardies

Principal's List- 90 or above average in all subject areas, all conduct grades are satisfactory or above.

Honor Roll- 80 or above average in all subject areas, all conduct grades satisfactory or Above

Who's Who Recognition/Certificate-

3rd-5th grades- 75 or above average in each subject area, all conduct grades satisfactory or above, 3 or less absences

Blackboard

All Craven County Schools use the Blackboard communication system to notify parents and staff in the event of an emergency or times when parents/guardians need to be contacted. In order for the information to be helpful, parents/guardians must provide their most current telephone numbers. *All changes should be submitted directly to the office.*

Books

All students may check out books from the Media Center. All books should be kept clean and free from any marks. Students will be assessed damage fees for damage beyond normal use. If a student loses a book, he/she must pay for the book prior to another book being issued. Should a lost book be found, Oaks Road will gladly refund through June 30, 2020.

Building & Grounds

Oaks Road Academy School grounds are off limits to all students after 3:15 PM and on weekends, unless they are participating in an authorized and properly supervised school activity.

Unsupervised children in the building or on school grounds before 7:45 AM and after 3:15 PM are liable for prosecution for breaking and entering, as well as unlawful trespassing. This is true for other unauthorized individuals as well.

Cafeteria

We are pleased to inform you that Oaks Road Academy will be implementing a meal certification option available to schools participating in the National School Lunch and School Breakfast Programs for the 2019-2020 school year.

All students enrolled at Oaks Road Academy are eligible to receive a healthy breakfast and lunch at school at no charge to your household each day of the school year. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application. No further action is required of you.

This means each student is eligible for one complete breakfast meal and one complete lunch meal at NO CHARGE.

If your child would like to purchase a second entrée, a juice, milk, treat or other ala carte items they will need to have money on their account or will need cash.

Students at other schools will need an application for Free and Reduced Meal consideration.

Students may purchase meals from our cafeteria. Students may pay for their lunch daily or deposit money in their lunch account. If a student is allergic to certain foods or requires a special diet, a doctor's note must be provided. A copy of the request must be kept on file with the nurse.

Beginning with the 2019-2020 school year, breakfast will be served in the classrooms. Students will have the opportunity to eat breakfast in the classroom with their classmates beginning at 7:40 AM.

Adults- a la carte

Parents/guardians are invited to eat lunch with their children. Report to the main office for a visitor's pass.

No other competitive foods will be consumed, sold, or provided until after the last child has been served lunch (or approximately 1 pm). For more information, review the Craven County Schools Policy- 1016.08. This includes foods that classes consume for special occasions.

Celebrations

Teachers will plan classroom celebrations that are aligned to the curriculum and goals for Oaks Road Academy. Parents/ guardians will be contacted by your child's classroom teacher for specifics. Balloons and other oversized objects are not allowed on the buses. See above regarding foods for celebrations.

Character Education

Character education is incorporated school wide, as well as in the classroom monthly. Each word is emphasized through classroom and schoolwide activities.

Conferences

Parents/guardians are encouraged to consult regularly with their child's teacher in an effort to maintain a positive working relationship. Appointments should be arranged in advance by leaving a voicemail, calling the office, emailing the teacher or sending a note to the teacher. Your child's teacher will provide you with a specific schedule, as to not interrupt instruction.

Custody

If there are special arrangements for a child, the parents should provide a copy of custody papers to the office. Otherwise, the school is required to consider both parents equal access to the child.

Crisis Plan

Oaks Road Academy with assistance from the local emergency agencies has developed a detailed Crisis Plan. A copy of the plan is maintained in the front office for parents/guardians to view.

Discipline

A disciplined environment is conducive to learning and is essential in all areas of life. Oaks Road Academy is a place where students are expected to be RESPECTFUL, RESPONSIBLE, and SAFE. Self-discipline is the best behavior. However, consequences are in place for those who choose not to follow the rules, processes, and procedures at Oaks Road. Discipline is first sought through the teacher-student relationship. Early parental involvement is an important element of the disciplinary process. Parents are encouraged to communicate with the child's teacher regularly regarding student discipline in order to ensure that ALL students are in an environment conducive to maximum productivity. Your child's teacher will send home a copy of his/her classroom discipline policy. In addition, you may refer to the online version of the 2019-2020 Craven County School Policies and Regulations Handbook available through the Craven County Schools' official website at <http://www.cravenk12.org>.

Dress Code

Students are responsible for using sound judgment in dress, grooming and personal hygiene so that health and safety problems are not created and the educational process is not materially or substantially disrupted. The principal has the authority to regulate student dress especially if the dress is disruptive, obscene, offensive or unsafe. All students should adhere to the Craven County Schools Dress Code Policy, with special attention being paid to the following:

- No spaghetti strap tops or dresses, tube tops, exposed sports bras, inappropriate athletic clothing, or tank tops are allowed
- Net shirts, bare midriffs, or see through clothing are not acceptable
- All shorts, skirts and dresses may not be shorter than mid-thigh
- Pants and shorts must be worn at the waistline. No underwear shall be revealed
- Headgear, hats, or sunglasses are not to be worn in the building except for medical or safety reasons
- Clothing or jewelry with words or symbols that are obscene, alcohol or drug-related, offensive, inflammatory, or detrimental to the instructional process are not allowed
- No gang-related clothing, accessories, or symbols as identified by local law enforcement agencies will be allowed
- There shall be no jewelry affixed to a student's nose, tongue, lip, chin, cheek or eyebrow
- Closed-toed shoes are required during PE classes and strongly encouraged daily for safety
- No bedroom slippers or sleepwear are to be worn unless permitted by the school principal
- Footwear deemed as inappropriate by the principal shall not be worn

Students who are not dressed appropriately will have a parent/guardian contacted and shall wait in the office until the correct clothing is brought to school. Students in violation of the policy will receive a parent notification. Repeated violations will result in further disciplinary action.

Drills

In the event of an emergency or drill, a signal will be given. **Students should move QUICKLY AND SILENTLY** to the designated area as instructed by the teacher. During a **Fire Drill**, notified by the fire alarm or an announcement, students are to exit the building and proceed to a designated area facing away from the building. During a **Tornado Drill**, notified by continuous, quick, short rings of the school bell, students should sit on the floor away from the windows and doors, place their head between their knees and cover their head with their hands. During a **Critical Incident Drill** (intruder/lockdown), students will remain with the staff member in charge in a designated area. Students are to remain in designated areas as directed until the signal is given.

Procedures and location expectations for the various drills will be shared with students during the first weeks of school and reviewed periodically throughout the year by the teacher.

Drug Free

Craven County Board of Education believes that its employees and students should lead healthy, wholesome, and productive lives- lives that are free from illegal drugs and other substances. The Craven County Board of Education further believes that the use of illegal drugs and other substances has a detrimental effect on one's physical, emotional, social, and intellectual well-being. Therefore, the Craven County Board of Education prohibits on all of its properties, the unlawful possession, use, distribution, or manufacture of a controlled substance by a person employed or enrolled in this school system. Violators will receive punitive action. Please refer to 2019-2020 Craven County Schools Policies and Regulations Handbook for additional information.

Email

All employees of Craven County are issued an email account. Parents/guardians are encouraged to email educators with questions/concerns. Access your child's teacher by typing the first name, dot, last name @cravenk12.org (example: eleanor.patrick@cravenk12.org). Please include your child's name in the subject.

Federal Cards

During the month of October, a Pupil-Parent Survey card will be sent home with each student. The Craven County School System is eligible to receive funds granted by the Federal government. To qualify for these funds, it is necessary that each family complete, sign, and return this form for each student enrolled in school.

Field Trips

If any field trip money is left over at the end of the school year, it will be transferred to the school's General Fund.

Fundraisers

Parents/guardians can help raise money at Oaks Road by participating in the following programs:

Register MVP card for “Lion Shop & Share” on www.foodlion.com

Link Harris Teeter VIC card to Oaks Road

Link Target card to Oaks Road,

Collect “Box Tops for Education”, box located in front office

Each year the school sponsors a fall and spring fundraiser to support our curriculum. Your participation is greatly appreciated. The students benefit from your support.

Grading

Grades are earned by students and reflect their academic performance.

The following grading scales are aligned to the Craven County Schools guidelines:

Grades Kindergarten - 2nd grade

Rating Scale for Standards	Code
Exceeds Proficiency	4
Proficient	3
Approaching Proficiency	2
Not Yet Proficient	1
Indicates a Non-Graded Standard	Blank

Grades 3rd-5th

Rating Scale for Standards	Code
100-90	A
89-80	B
79-70	C
69-60	D
59 and below Standard	F

Head Lice

Students will not be allowed to remain in school if there is any evidence of head lice in their hair. Periodic head checks for lice are done in school. Frequent and regular checks of your child's hair at home will assist in preventing large outbreaks. When head lice are found, siblings in other classes will also be checked. Parents will be called to **immediately** pick up their child. Students with head lice may return to school after treatment is given and any evidence of lice is gone from the child's hair. **Students sent home must be accompanied by a parent for readmission. Students will be checked in the presence of the accompanying parent.**

Health Assessment

All students entering Kindergarten must be in compliance with North Carolina Health Assessment requirements (G.S. 130A440). The health assessment shall be no more than 12 months prior to the date of school entry. The parent, guardian, or responsible person shall have 30 calendar days from the first day of attendance to present the required health assessment form for the child. Upon termination of 30 calendar days, the principal shall not permit the child to attend the school until the required health assessment form has been presented.

Homework

Homework assignments are vital links in the learning process. All homework will be designed to reinforce concepts taught during the school day and may not necessarily be written work. Parents are requested to provide time and guidance in suitable surroundings. Each child is involved in a pre-reading or reading program. Please set aside time daily for your child to read or for someone to read to him/her. Refer to the 2019-2020 CCS Policies and Regulations Handbook for county guidelines regarding homework.

Immunization

All students must be in compliance with North Carolina Immunization Law (G.S. 130A-152) within 30 days after enrollment. Failure to comply within 30 days will result in the child being unable to attend school until proof of compliance.

Inclement Weather

In the event of inclement weather, the Superintendent may direct early closing or delay opening of school. Listen to local media for information. A School Messenger message will contact parents concerning early closings. You may call Central Services at 514-6300 for a recorded message of the status of school closings.

In order to ensure that you receive these important weather notifications, you must update your contact numbers with our office every time they change.

Insurance

Parents may purchase student accident insurance policies. The student insurance is not required and is not intended to be a substitute or replacement for the parents' insurance program. You may apply for coverage with The Young Group if they want coverage for your child. You can enroll at https://www.hsri.com/K12_Enrollment/Main/default.asp

Internet

In order for your child to use the Internet, including an instructional activity, parents/guardians must sign a permission form and return it to your child's teacher. Students will be supervised by their teacher while using the Internet.

Lost & Found

A "Lost & Found" area is located in the cafeteria. Unclaimed items are donated at the end of each semester to local charities. To facilitate the return of lost items, clearly mark lunch boxes, supplies, and outer clothing with your child's name. Please check with the secretary for small valuables.

Media Center

The mission of the Oaks Road Media Center is to help all students become effective users of information and develop the skills and desire for lifelong learning. The Media Center will promote the intellectual, cultural, social, physical, and ethical development of students. Our goal is to enrich and support all aspects of curriculum, and to provide resources and services to students, staff, and the Oaks Road community.

The Media Center operates on a flexible schedule with a calendar sign up. Students in grades K-1 will have a check out limit of one book and may keep the book for one week. Students in grades 2-5 will have a check out limit of two books and be able to keep books for two weeks. All students will be able to return and check out books as needed.

Students and their parents are responsible for the proper care of materials. All students at Oaks Road will have access to Media Center materials and will be allowed to check out materials as needed. Books can be very expensive! A fee will be charged for damaged and lost books and materials. Check out privileges may be suspended until overdue items are paid for and/or returned.

Nurse

The school nurse is at Oaks Road at peak times during the day. Medication (prescription or over-the-counter) shall only be administered with proper medical permission. Forms may be obtained from the school nurse. The medication must be in the original container with the recommended dosage labeled. Parents/guardians must bring the medication to the school nurse in person.

Children should be kept at home when the following symptoms are present: fever, diarrhea, nausea, vomiting, red watery eyes with drainage, severe headache, undiagnosed rash, and/or doctor's recommendation.

Out-of-School Suspension

The principal, assistant principal or their designee are the only school personnel at Oaks Road Academy who may authorize an out-of-school suspension. The Craven County Code of Conduct will be followed in determining suspension and its duration. Please read this information with your child. It is found in the Craven County School Student Policies and Regulation Manual. Students serving an out-of-school suspension will not be permitted to attend or participate in any after-school functions through the duration of their suspension.

Parent Resource Center Tucked away, within the walls of Oaks Road Academy's Media Center, you will find the Parent Resource Center. This section is equipped with printed materials for parent use and check out.

Some of the items you may find useful are: materials dealing with Family Issues; Curriculum materials dealing with language arts, math, social studies, and science; workbooks, games, puzzles; tape recorder with books on tape; videos dealing with self image and healthy kids; Parenting Magazine; researched based information about how children learn to read; and school data. Please feel free to stop in and browse. New materials are added frequently.

Personal Information

It is important to notify the school when your child's address, telephone number, or emergency information changes.

Personal Items

Students should not bring money to school unless it is needed as part of school activities due to possible loss or theft. Our focus is on learning. There are some items that can be a major disruption to learning. Items such as toys, candy, gum, toys, dolls, games, electronic equipment (iPads, iPods, Beats, MP3 players, electronic game devices, and such), trading cards, or any other item deemed disruptive by the staff member should NOT be brought to school unless it is part of instruction. These items will be confiscated if a problem occurs. The school holds no responsibility for these items. Parents may pick up confiscated items after school hours. The teacher will notify parents/guardians in writing if an item is needed for instruction.

Pictures

Student pictures will be taken in the fall and spring. Parents will be notified of dates and prices. All students whose pictures are taken in the fall will be in the Oaks Road Yearbook.

Promotion Requirements

Students must meet local and state standard requirements for promotion. For additional information, please refer to 2019-2020 Craven County Schools Policies and Regulations Handbook.

Report Cards

Students will receive report cards every 12 weeks. Progress Reports will be issued TWICE during the 12 week period. Specific dates are listed on the district calendar. Students must be present to receive their report cards.

Schedule

7:40 All students report to class for breakfast

8:00 Tardy Bell

Announcements

3:05 Bus riders dismissed

3:15 Carpool and Van dismissed

*Morning carpool is located in the circle at the FRONT of the building. Afternoon carpool is located at the REAR of the building near the Media Center.

Reporting Child Abuse and Neglect

Any school employee who knows or has cause to suspect child abuse, neglect, dependency, or death as a result of maltreatment is legally required to report the case of the child to the director of social services. The employee also shall immediately report the case to the principal.

The Craven County Board of Education supports all employees who in good faith make a report of suspected child abuse, neglect, dependency, or death as a result of maltreatment.

Craven County Schools Policy Code: 4240/7312

School Counselor

Providing guidance services to students is a shared responsibility between the teacher and the counselor. Our guidance counselor is available to assist students, parents, and teachers in small group, individual, or classroom settings. The counselor provides every student with the opportunity to focus on developing good study habits, dealing with conflict and tragedies, self-discipline and personal development. Feel free to contact our guidance counselors, Mr. Carroll and Mrs. Fields @ 514-6475.

Student's At-Risk

Parents/guardians of at-risk students will participate in the development and signing of an agreement with the school to provide the most effective educational opportunities for their children. Parents will be notified in writing by the teacher if it is determined that the child is having difficulty. A team of parent/guardian and school personnel will determine strategies to help improve the child's academic progress. The teacher, parent, and student will review the plan during each grading period or more frequently if necessary.

Tardiness

If a student arrives after 8:00 am (after the tardy bell), he/she must report to the office for a tardy slip. **(THE PARENT/GUARDIAN MUST ACCOMPANY THE CHILD TO THE OFFICE AND SIGN THEM IN.)** Failure to sign your child in when tardy could result in inaccurate attendance and/or could become a safety concern.

Tardies

# of Tardies	Teacher Action
3 tardies	Parent phone call home
6 tardies	Parent phone call home to set up conference (Parent/Teacher) Conference with parent regarding attendance concerns Teacher begins MTSS paperwork for attendance
8 tardies	Parent phone call home to set up conference (Parent/Teacher/Counselor) Conference with parent regarding attendance concerns. If chronic tardiness is a concern, counselor will begin an orange folder.
10 tardies	Teacher completes social worker referral

Telephone

In order to provide students with optimum uninterrupted instruction, all telephone messages for your child or the teacher shall be given to the secretary. No child will be called from class to take personal calls. If it is an emergency, please be prepared to share information with the office staff before your child is called.

Tobacco Free

Tobacco is not allowed in the building or on the property of Craven County Schools. Please refer to 2019-2020 Craven County Schools Policies and Regulations Handbook for additional information.

Transportation

Buses- Bus transportation has one purpose, to transport our children safely to and from school.

Riding a bus (school, activity, chartered) is a privilege extended to our students. It is expected that all students obey the bus driver and/or monitor. The behavior and respect for school bus regulations is the responsibility of each student. If a child's behavior causes a disruption that could harm him/her or others, the privilege may be taken away. It will be the responsibility of the parent to provide transportation to and from school during the suspension period. A video camera is often used to observe student behavior and approaching vehicles. Parents are not allowed to board any school bus or approach the driver during operation.

Bus stops are not determined by the driver and therefore are not within their control. If you have a legitimate bus stop appeal, you may contact the school for information on the appeals process.

Bus Rules and Expectations for Passenger Safety

- **Board promptly.** Be at your stop on time. DO NOT delay the bus. Drivers can't wait for students.
- **Store belongings properly.** Keep aisles free from books, book bags, hands, and feet. Do not put any objects out the bus windows, including hands, feet, etc.
- **Be respectful and courteous.** Use an inside voice, no loud talking or inappropriate language/gestures to your schoolmates, driver, or passing motorist. No food, drink, or gum.
- **Stay in your assigned seat.** Only at your stop should you get up from your seat. Students are not allowed to switch seats during the operation of the bus or at any time without driver permission.
- **All school rules apply on the bus and at the bus stop.**

Drivers reserve the right to add to the above list as they see fit to ensure the safety of the bus. Our drivers are available for scheduled conferences by calling the main office at 514-6475.

Bus Consequences

1st offense- bus driver talks privately to student

2nd offense- bus driver calls parent/guardian & sends letter of warning

3rd offense- referral to administration/up to 10 days of bus suspension

4th offense- up to 3 days of bus suspension

5th offense- up to 5 days of bus suspension

6th offense- up to 10 days of bus suspension

7th offense- Permanent bus suspension

Serious misbehavior on the bus may also be cause for suspension or expulsion from school. Students misbehaving before and after school while waiting for the bus can result in loss of riding privileges.

Carpool-Please do not pass other cars while in the carpool line. To help protect our children, refrain from using cell phones while in the carpool line. In the mornings, carpools will use the circle drive and enter through the front doors of Oaks Road. In the afternoons, carpools will exit through the side doors across from the media center.

Your child must be picked up by 3:20. After 3:20, the child will be in the front office. Upon arrival for pickup, parent/guardian must go inside and officially check out the child.

Van-Parents/guardians must notify the teacher about the days your children will be riding the vans. Vans will pick up and drop off in the circle near the FRONT of the school.

Transportation Changes- For the safety of our children, if your child's transportation routine is to be altered, please send a note to the teacher. We CANNOT make transportation changes by phone due to safety concerns.

All changes should be handled prior to 2:30 pm to ensure accuracy. Bus changes must be approved by school administration.

Student Bus Stop Release Regulation-R6305

The safety of all students is of primary importance to the Craven County School System. All elementary schools will use the following guidelines for releasing students from the bus at the end of the school day.

1. Prekindergarten, kindergarten, 1st and 2nd grade students must be met at the bus stop by a parent or parent designee. (Parent designee being defined as a middle school/high school student or other responsible adult). If there is no parent/parent designee at the bus stop to receive the student the driver must return the student to school at the conclusion of their route.
2. Parents/guardians may provide written permission to allow their children in First (1st) and Second (2nd) grades to be released at the bus stop unsupervised. If parental/guardian consent has not been given and there is no parent/parent designee at the bus stop to receive the student the driver must return the student to school at the conclusion of their route.
3. Students in grades 3, 4, and 5 may be released at the bus stop without an adult present.
4. Bus drivers have the discretion to return any student to school if conditions at the bus stop look unfavorable or extenuating circumstances warrant the need for the student to be returned to school.

Visitors

All visitors must use the front entrance of the school. Office hours are from 8AM to 4PM. Visitors must report to the front office to sign in and get a visitor's pass. Any visitor not wearing a badge will be asked to return to the office.

Beginning with the 2019-2020 school year visitors will be asked to present a valid state-issued ID, which will be scanned into the Raptor system upon entering the school building. The Raptor system will check to ensure that registered sexual offenders are not entering our buildings. It is important to note that the Raptor system only scans the visitor's name, date of birth and photo for comparison with a national database of registered sex offenders. Additional visitor data from the driver's license is not gathered nor is the system connected to any other system such as the Department of Motor Vehicles. Therefore any other information on the ID is not scanned by the system and is not accessible to any of the users. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit.

In the event that a person does not have identification, he/she can still be given access to the building, but will be escorted by a school staff member during the entirety of the visit. **The principal reserves the right to deny access to any visitor interfering or disrupting school.**

Volunteers

Through the Help Us Grow (HUG) program, volunteers provide an invaluable service to our students and school. Opportunities include, but not limited to assisting in the classroom, helping prepare items for projects, tutoring, school fundraiser distribution, picture day, screenings, and school beautification. If you would like to volunteer, please contact us at 514-6475.

All volunteers must sign in/out at the front office upon arrival and checkout.

Weapons

Weapons are not allowed in the building or on the property of Craven County Schools. Please refer to 2019-2020 Craven County Schools Policies and Regulations Handbook for additional information.

Web pages

Oaks Road teachers have developed web pages to keep students and families updated on events and topics about the classroom and school. Families may access assignments, field trip information, schedule, relevant websites, etc. Web pages may be accessed at <https://www.cravenk12.org/ORA>

Withdrawal of Students

Please notify the school a few days prior to the withdrawal date. Students must have accounts paid in full and all books returned before withdrawals/transfers can be completed.

Yearbook

Oaks Road Academy will create a 2019-2020 yearbook. It is a great resource for your child to remember his classmates and time at Oaks Road Academy. Additional information will be shared during the school year.

Oaks Road Academy 2019-2020 Title I Family Engagement Policy

Oaks Road Academy is a Title I School. Our school receives funds from the federal government to help students in both remediation and acceleration of learning. Title I money provides both extra teachers to work with children and additional funds to purchase materials, supplies, and training opportunities for staff and parents. Oaks Road believes that the education of students involves the collaboration among the home, school, community, and other support agencies. The comprehensive involvement of parents contributes positively to the school community and to the success of our children. A program of family involvement activities shall be ongoing and be reviewed annually by parents to ensure their involvement in the planning and implementation of the program at Oaks Road Academy.

Annual Public Meetings

Annual Fall and Spring meetings occur to inform families. All families shall be informed about the family involvement requirements, school performance, and methods for measuring progress, school facilities and the School-wide Title I program. At the end of the school year, input is solicited from parents to plan, evaluate, and improve the program for next year. Meetings are held throughout the year to train and involve parents in the education of their children. Quarterly meetings are held to enable families to see our focus for learning, quarterly expectations and data review.

Regular Meetings

Families and students are encouraged to participate in Fall orientation to prepare them for their transition to a new grade level. Teachers and administrators schedule parent/student conference whenever deemed necessary by the school or when requested by the families. These conferences are held before, during, or after school hours.

Flexible Meetings

Regular and scheduled parent meetings or conferences are held throughout the school year, at various times of the day, to provide continued information, support, and resources for parents. Families are encouraged to volunteer and attend all school activities.

Involving Families

Families are encouraged to participate in Oaks Road's training activities. Training's shall be provided through workshops, family activities, special events, individual parent conferences, educational materials and literature available through school programs and the media center. A team of teachers and IEP committees work with parents to assure parent training is adequate to assist their child with achievement strategies.

Family Comments

At each meeting a meeting evaluation is conducted in order that improvements may be made. Families are also given surveys to complete. In our school, there is a Suggestion Board located in the main hallway where students, staff, parents and others may continuously provide input on any matter concerning our school. An open door policy prevails here at ORA. Parents are always welcome to share suggestions, ideas, and comments.

Family Compacts

A School/Family Compact defines goals, expectations and shared responsibilities. Each party of the agreement will receive a signed and dated copy. Compacts will be explained at the Fall Orientation meetings scheduled for each grade level. Families and students will sign the compacts at the Fall Orientation. New families and students receive the Compact at enrollment. All parties must review and sign. The Compact will be reviewed during Parent-Teacher Conferences. The Compact is used as part of the collaboration effort between parent and school for the success of the student. It may be used in School Leadership Team meetings and for planning strategies for success.

Parent Assistance

State and local expectations are shared with parents at the Parent Information Meeting for grades K through 5 in early September. EOG results are shared at the Fall and Spring Title I Annual Meetings. Results are also shared in the school's newsletter, in the principal's letter to our parent community, and on our school's webpage. All grades are sent home in interim progress reports, report cards and special letters, which indicate the child's progress.

Opportunities for Limited English Proficient and Students With Disabilities Parents

All parents are encouraged to attend school functions. Translators will be arranged for parents who speak languages other than English. Whenever possible, meetings are scheduled at the parent's convenience. Transportation can be arranged, if necessary.

Parents with Limited English Proficiency, Disabilities, Migratory children

Parents of children with limited English proficiency or disabilities are afforded opportunities to participate fully and freely in all education activities at school. Once the need is identified, assistance shall be provided. Whenever possible, information is sent home in native language. Bilingual staff members, parents, ESL instructors and even students are assigned as liaison between home and school. Additionally, ORA is wheelchair accessible.

Education of School Personnel

Administration/Cabinet conducts quarterly reviews to ensure timely reporting out of assessment data to the staff. This ensures the staff the tools to identify at-risk students and in turn, share this information with parents. On-going staff development initiatives are continually provided to the staff which focuses on effective communication with parents, establishing a school/family partnership, ways to involve parents, and suggestions for parents to work with children at home.

Information

Classroom teachers and the administration send home notices on a regular basis, such as the ORE Monthly Calendar of Events, weekly information and progress reports, etc. Our ELL tutors and a computerized program have been used to adapt communications for parents whose primary language is not English.

Coordinating and Integrating With Other Programs

Coordination with other programs is evident, starting with the Parent Teacher Council's Executive Board serving as the Parent Advisory Council for Title I. Emphasis shall be placed on collaboration with Cabinet, the AdvancED School Renewal Process, Title I Teachers, after school tutoring programs, Grade Level Teachers, and Oaks Road administration. Frequent communication occurs among the Craven County Health and Social Services Departments and Craven County social workers.

Title IX & Americans with Disabilities Act

Dr. Wendy Miller, Assistant Superintendent for Personnel, Personnel Issues
3600 Trent Road, New Bern, NC, 28562
514-6367

Jason Griffin, Director Federal Programs
3600 Trent Road, New Bern, NC, 28562
514-6353

Neshawn Dawson, 504 Coordinator
3600 Trent Road, New Bern, NC 28562
514-6300

Danny Skinner, Director of Maintenance, Facilities Issues
950 Hwy 55 West, New Bern, NC 28560
514-6380

Debbie Hodges, Director of Student Services, Title IX Coordinator
3600 Trent Road, New Bern, NC, 28562
514-6341