

Oakley Park Family Handbook



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ABSENCES

Parents play an important role in ensuring that their child maintains a good record for attendance and punctuality. When your child is ill, or has a fever, he/she will not be permitted to attend school. Please call the school office absence (24 hour) phone line at (248) 956-4190 before school if your children will be absent from school. The office checks on unreported absences and your cooperation saves valuable office time. **Extended vacations during school times are discouraged**, as students lose valuable learning experiences when they are not in school, the teacher cannot be expected to provide advance lesson plans for your child while on vacation. Per the School Board Policy Manual, time will be given for make-up work.

The Attendance and Tardiness Policy for Elementary Schools includes four progressive steps for both attendance and tardiness which are designed to be informative and to lend assistance whenever possible.

The four steps of the attendance policy are as follows:

5 or more absences: 1st parent contact by mail including a pamphlet of health tips.

7 to 10 absences: 2nd parent contact including meeting with principal and a health referral if appropriate.

12 to 24 absences: Legal “Notice to Parents or Guardians of Non-Attendance of Children in School” sent to parents by certified mail and referral to a local agency.

25 or more absences: School district takes legal action through the Juvenile Court to return child to school.

The four steps of the tardiness policy are as follows:

5 or more times tardy: 1st parent contact by mail.

7 to 10 times tardy: 2nd parent contact including meeting with principal and a health referral if appropriate.

12 to 24 times tardy: 3rd parent contact including meeting with principal and referral to local agency.

25 or more times tardy: 4th parent contact including meeting with principal and referral for appropriate support service

DID YOU KNOW?

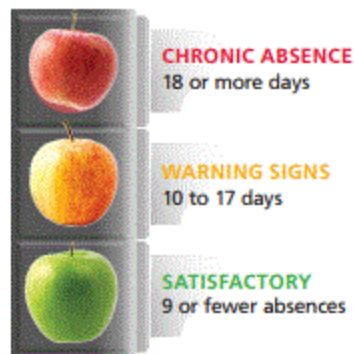
- Starting in kindergarten, too many absences can cause children to fall behind in school.
- Missing 10 percent (or about 18 days) can make it harder to learn to read.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.

Attending school regularly helps children feel better about school—and themselves. Start building this habit in preschool so they learn right away that going to school on time, every day is important. Good attendance will help children do well in high school, college, and at work.

WHAT YOU CAN DO

- Set a regular bed time and morning routine.
- Lay out clothes and pack backpacks the night before.
- Find out what day school starts and make sure your child has the required shots.
- Introduce your child to her teachers and classmates before school starts to help her transition.
- Don't let your child stay home unless she is truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- If your child seems anxious about going to school, talk to teachers, school counselors, or other parents for advice on how to make her feel comfortable and excited about learning.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Avoid medical appointments and extended trips when school is in session.

When Do Absences Become a Problem?



Note: These numbers assume a 180-day school year.

For more on school readiness, visit attendanceworks.org and reachoutandread.org

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ARRIVAL/OWL DROP OFF

Students should not arrive at school before 8:50 am, as supervision by staff cannot be assured until that time. To avoid unsafe congestion in our parking lot, children who are assigned to a bus are encouraged to ride the bus. If you must drive your child to school, your child can be dropped off along the parking lot sidewalk. We ask students to be prepared to exit the vehicle on the passenger side. Please pull up as far forward as possible, within a few feet of the car ahead of you (stopping at the yellow drop off sign). After drop-off, cars must continue to move toward the parking lot exit. Children are never to be released unsupervised in the parking lot. Only school buses are permitted in the front drive of the school during arrival and dismissal. Students are expected to be in class by 8:55 am. If your child is late you **MUST** walk them into the building and sign them in.

BIRTHDAYS

If you wish to celebrate your child's birthday at school, please understand the following guidelines:

- **No edible treats are permitted as we strive to maintain and teach healthy habits while being sensitive to the various dietary issues and life-threatening food allergies.**
- Treats may be items such as pencils, stickers, a game or book donated to the class to honor your child.
- Flowers, balloons, etc. may not be delivered to school.

- Children may not distribute party invitations at school. This is out of respect for the feelings of children that may be excluded.

We share a special Birthday "shout out" on morning announcements, students receive a birthday card from Mrs. Froning and students are encouraged to choose a special activity (extra computer time, recess, game, etc.) as a part of the classroom celebration. In addition, each classroom teacher may celebrate birthdays in their own special way.

BICYCLES

If your child is a 'walker', he/she may ride a bike to school. We ask that children riding bikes wear a helmet and use a lock to secure their bikes in the designated rack. The school cannot be responsible for stolen or damaged bikes. All students must cross Oakley Park Road with our Crossing Guard.

BOOKS AND SUPPLIES

Textbooks and library books are provided for students' use without charge. Students are responsible for the care of these books and will be asked to pay for them if the books are abused or lost. This includes books and personal classroom items loaned by teachers. At the end of each year, school supply lists are posted on the school website and included in the final Oakley Park Press.

BREAKFAST

Breakfast is made available daily and a menu is published monthly. Families are encouraged to prepay for breakfast using Family Access. Reduced or free breakfast is available for students who qualify for these federally supported programs. (Please contact the school office for an application.) Breakfast can be purchased for \$1.50.

BUS TRANSPORTATION

Questions relative to your child's school bus are answered directly from the bus garage. The number for the Transportation Department is 248-956-3090. (For information on late buses (more than 10 minutes) call the Hot Line at 956-5199.) Bus routes are approximately the same from year to year. Please be patient with the bus schedule the first few weeks, as the most efficient route is being worked out. There is a uniform student conduct code for the bus which can be found on the Oakley Park website or in the [Transportation Code of Conduct](#)

The majority of students attending Oakley Park are transported to school by bus. Students should arrive at the bus stop no earlier than five minutes before scheduled pick up and should behave in a manner which ensures their own safety and that of their fellow students. **Students are not allowed to ride to or from school on any bus other than their own scheduled bus, except when after childcare is an issue and space is available to accommodate the extra student.** The office will issue a bus pass upon receipt of a note from both the student's parent and the parent whose home the student is

going to for supervision. If you need to change your child's transportation plan, please contact the office by 3:30 p.m.

CLASSROOM PLACEMENT

Placement of students for the next school year is a team process. The classroom teachers, together with the principal and special area teachers meet to consider the best placement for every student. Many aspects of a child's development, including the academic, social, and emotional needs of all our students are carefully considered. In addition to individual needs, we must also consider the balance of each classroom, so that optimal learning environments are created for *all* students. The final decision for placement rests with the principal. Requests for specific teachers cannot be honored due to the complexities of the placement process. However, if you have specific concerns about your child, please share these with the principal, in writing, on or before the published date in April. Once class lists are developed, changes are not made unless class sizes become unbalanced.

CONFERENCES

Parents are encouraged to participate in all school conferences. We schedule conferences in the fall so that families may discuss the progress and growth of their child with the teacher. Please call the teacher at any other time to schedule a conference.

CURRICULUM NIGHT

At Curriculum Night, your child's teacher will give a detailed explanation of the curriculum. Classroom routines, responsibilities and daily schedules are also covered. This meeting is intended to give you complete information about what is taught in your child's classroom. **This event is for parents only.**

DISMISSAL

Regular school dismissal is at 4:00 p.m. $\frac{1}{2}$ Day dismissal is at 12:25 p.m.

If necessity requires that your child be released from school at a time other than regular dismissal, a note from the parent to the teacher is required and your child must be signed out and picked up from the office. **Your child will only be released to you or to a person authorized by you.** Children may never be released to anyone at the classroom door. In the event you need to pick your student up prior to dismissal, we ask that you do so prior to 3:30 p.m. When there is doubt as to where the student is to go after school - the student will be checked into Prime Time Care. The parent will be responsible for any applicable fees. At Oakley Park we do a staggered dismissal to help ease the "traffic" flow of students.

DRESS CODE

The following Dress Code has been adopted by all schools in the Walled Lake Consolidated School District. The purpose of the student dress code is to ensure safety and that students, parents, staff members, and members of the community will not be distracted, harassed, intimidated, or offended by student dress. Students are expected to dress appropriately at all times.

Inappropriate dress would consist of, but not be restricted to:

- items that promote drugs, alcohol, or tobacco
- items with profane or sexually suggestive writing/pictures/images
- items that exhibit involvement in gangs or any unauthorized organization deemed to be in conflict with school policies and practices
- items that conflict with community standards, district policy, or state law
- non-prescription sunglasses within classroom
- going without shoes
- muscle shirts, tank tops (this includes any type of top that has straps over the shoulders) tube tops, mesh shirts, miniskirts, spandex clothing, cut-off shorts, clothing with bare midriffs
- "belly shirts" in which any part of the midriff is showing, and shorts above Bermuda shorts length (if your shorts are above your fingertips when your arms are extended at your sides, your shorts are too short)
- beach clothing (no flip-flops) Sandals with a strap on the ankle are fine.
- chains, handcuffs, spikes, leather and other metal paraphernalia
- hats worn in school (they may be worn outdoors)
- coats worn in classrooms, (exceptions will be made where appropriate)

Questions regarding this Dress Code should be directed to Mrs.Froning. Students are expected to dress in a manner which meets reasonable standards of health, cleanliness, and safety. This includes hats, mittens, and boots during the winter months. We kindly ask that parents refrain from dying their child's hair and the use of make-up is not permitted.

ELECTRONIC DEVICES

Electronic devices such as radios, I-pods, I-Touches, CD or DVD players, should not be brought to school. Cell phones are not permitted in the classroom. If a student must have a cell phone, he/she must have the cell phone in their book bag and turned off until after school hours, and are only to be used in an extreme emergency situation. Students may always use our phones in the office to call home if necessary for emergency situations. Devices such as laptops, I Pads, and Kindles may be used with permission from the teacher, principal, and parent, and are only to be used for educational purposes. The school and District are not responsible for damaged or missing electronic devices. For more information on electronic devices and school district policies, parents should refer to the [Student Code of Conduct](#).

EMERGENCY DOCUMENTS

Parents are required to complete/update all pertinent information for emergency purposes . Students are only released to authorized parties listed in Emergency Contact in Family Access, unless a note from a parent is submitted to authorize release to another party. At home, please discuss and designate "safe houses" where your child could go should unusual circumstances occur. Such situations may include emergency school closing, when students arrive home to find no one there, or have lost their key. Any legal documents containing custodial restriction must be on file in the school office.

FIELD TRIPS

Most field trips are self-supporting activities of which students are asked to pay for costs (bus charges, entrance fees, etc.). Parents may be asked to help chaperone. **Younger siblings are not allowed to attend field trips, as the adult supervision must be for all students in the classrooms participating.** Students and families are given appropriate prior notice of field trips and deadlines for permission slips. Students not turning in permission slips will not attend the field trip, and will spend the day in an alternative classroom.

GIFT GIVING

The gift of volunteering is the best gift you can give! Gift exchanges between students are not permitted.

HOMEWORK

The Oakley Park staff is committed to ensuring that any homework assigned to students is purposeful and intentionally selected as "homework" based on the relevance and support that the assigned work will have on student understanding/learning. The intention is to only assign work that we feel will benefit and not overwhelm the student. We also honor that students are working hard in school for almost 7 hours a day and "down time/family time" is very important to their overall well-being. All elementaries in Walled Lake have adopted a similar stance on homework based on the current research. We are mindful of expectations/transitions from elementary to middle school and our teachers in grades 4th and 5th carefully build in opportunities for students to practice time-management with occasional projects/homework.

Homework: Illnesses & Extended Vacations

Each day a child misses school is a day that cannot be recaptured. Teachers at Oakley Park work diligently to design lessons for children that are meaningful, interactive, and activity based. Concepts scaffold from day to day. When children miss school for extended vacations, they miss valuable modeling, sharing, discussions, and feedback from their peers and teachers.

In the event of illness or extended vacation, the following will apply:

- Teachers are willing to provide work for children who are ill.
- Requests by parents should be made early in the day on the day of an illness for work to be picked up or sent home with another child; teachers generally need 4-5 hour notice to prepare the work to be picked up.
- While we will do our best to provide guidance, it is not our policy to provide specific homework assignments for children for extended vacations; missed work will need to be made up.

Good recommendations are for students while on vacation:

- o To keep a log of their daily reading.
- o Write about their travel experiences in their journals.

o Practice math calculations at their level

ILLNESS/COMMUNICABLE DISEASES

We make every effort to keep communicable diseases out of our school. Please help us by keeping your child home when the following symptoms appear: coughing, fever, sore throat, sores, chills, significant runny nose, ear and/or eye discharge, rash, upset stomach, and swollen glands. We Children should be fever free for 24 hours without the help of fever reducing medications before returning to school. Communicable diseases that result in exclusion from school are: H1N1 flu virus, German Measles, Measles, Mumps, Chicken Pox, Scarlet Fever, Scabies, Pediculosis (Head Lice), Pink Eye, Impetigo, and Ringworm. Please contact your doctor for evaluation, treatment, and determine if your child is ready to return to school.

We make every effort to prevent the spreading of Head Lice through periodic classroom "head checks". We rely on our families to report cases of Head Lice immediately so that we can properly address the issue. When a case is reported we check all students in the same classroom as well as siblings. Student found having head lice will be sent home. A letter will be sent home with all students in that classroom stating that a case of head lice was found. The incubation period for head lice is several days or weeks. Eggs hatch in 7-10 days. Maturity is reached in two weeks. The period of communicability is until lice and viable eggs are destroyed. The child will not be permitted to return to school until the first treatment is completed and all nits are gone.

IMMUNIZATION

Immunizations are required by law. Student immunization records must be up-to-date. Routine vaccinations may be obtained through Oakland County Health Department at no charge. Phone (248) 926-3361 in Walled Lake for more information. Children not up-to-date on their immunizations will be excluded from school.

LOST AND FOUND

Articles of clothing and other items that are lost by students may be found, in most cases, in the lost and found located at the cafeteria entrance. Please put your child's name inside his/her coat, hat, boots, shoes, etc. Articles not retrieved will be donated to a charitable cause. Smaller items such as wallets and jewelry may be found in the office.

LUNCH

Students in grades K-5 remain at school for lunch and are expected to bring lunch or money to purchase lunch. A lunch menu is published monthly. Families are encouraged to prepay for lunches using Family Access. Reduced or free lunches are available for students who qualify for these federally supported programs. (Please contact the school office for an application.) Lunches are \$3.00.

MEDICATION

No prescription medication or over-the-counter medication (cough syrup, cough drops, aspirin, vitamins, etc.) will be administered without the written permission of a physician. Please obtain a Medication Form from the office for you and your physician to complete. The staff is not permitted to allow students to self-administer non-prescription drugs while at school. **Please do not put medication in lunchboxes and instruct your child to take medications during lunch.**

This policy protects the students taking the medication and also protects other students from inadvertently acquiring medication intended for someone else. Whenever possible, please ask your physician to prescribe a dosage or frequency that will not require medication to be administered during school hours.

NEWSLETTER: Updates from Mrs. Froing

Updates from Mrs. Froing, the school newsletter, is published weekly and will be sent via email to all families who have active email accounts in Family Access.

OWL PICK UP

The "Owl Pick Up" dismissal program allows parents to pick up their children without coming into the building at the end of the school day. This procedure provides an easy and safe way for parents to pick up their children. This program is strongly encouraged for all students who do not ride the bus home and are not enrolled in Prime Time Care.

Families may register by completing the registration form and returning it to the office. Each registered family will receive an "Owl Pick Up" number to display in their vehicle at pick-up. Students are picked up curbside on the east side of the building (our main parking lot).

If you do not have your "Owl Pick Up" number displayed at time of pick-up, you will be asked to report to the office to sign out your children.

PARKING AT SCHOOL

Parking in the bus loop in front of the school during normal school hours is prohibited. We have several "Guest" parking spaces in front of the building. We invite you to use these spaces if are picking up or dropping off a student during school hours. Please park only in designated spaces in our parking lot.

SCHOOL PARTIES

School parties are typically planned for Halloween, Winter Holiday, and Valentine's Day. Parents may sign up to be "Room Parent" at Curriculum Night in the fall. Room Parents and teachers will work together to plan a party that includes a balance of healthy and sweet treats. Special consideration and planning will be made for students with food allergies.

PEANUT/NUT ALLERGIES

To minimize health risks for students with the potential of serious allergic reactions, Oakley Park is a "**Peanut/Nut Alert**" building. Signs will be posted on the building and in appropriate locations throughout the building. Peanut free classrooms **will not** be used by outside groups for after school activities. Groups requesting use of building facilities will be notified of peanut/nut restrictions. More in-depth information is available in the office and on our website: [Food Allergy Letter](#) and [Food Allergy Information](#)

PHONES

Office phones and teacher's classroom phones are for official school business only. Telephone calls about forgotten items (lunches, homework, permission slips, or after school activities) are discouraged. It is important for students to learn responsibility for bringing what they need to school each day. Parents can be most helpful by assisting students to be responsible or organizing their materials the night before.

PICTURES

Individual portraits are taken during fall and spring of each school year. You will receive information regarding the procedure prior to scheduled dates. Every child will have his/her picture taken, even if they do not desire to purchase a package. These pictures are used for school records and for the class composite in the yearbook. All students will receive a yearbook each June.

PRACTICE DRILLS

Practice fire drills occur four times in the fall and twice in the spring. The children are instructed how to vacate the building in the most expedient, safe, and orderly manner. Two tornado drills are also practiced during the school year. Shelter-In-Place and Lockdown drills are practiced in order to be prepared for an emergency in which the building and classrooms need to be locked down.

PRIME TIME CARE

Prime Time Care is a state licensed service operated by the Walled Lake School District for before and after school care for children. It is open from 6:30 am before school, and until 6:00 pm after school. For more information, call 248-956-4199 during Prime Time Care hours or the

school office 956-4100 at other times. *If there is no school or if school is closed early due to an emergency such as weather power outage, there will be no Prime Time Care. You must pre-register your child to use Prime Time at any point during the school year.* For more information please visit the Primetime Care link: [Prime Time Care](#)

PROHIBITED ITEMS

Students should come to school ready for their instructional day. Any items that distract from this goal should be left at home. This includes dangerous, valuable or sentimental items, or electronic devices, large sums of money, or invitations to outside parties. Dangerous items such as knives will be confiscated and returned only to a parent. Possession of these and other prohibited items is cause for action due to a violation of the *Walled Lake Consolidated Schools Student Code of Conduct*. *Click the following link for an electronic copy of the [Student Code of Conduct](#).* If you would like a hard copy, please contact our office.

RECESS

Children are expected to be **dressed appropriately** to go outside every day. Adult supervisors monitor the playground activities. In case of inclement weather (precipitation, temperature, or wind chill), recess is held inside. The decision to remain inside is left to the discretion of the supervisors and/or principal. A combined temperature and wind chill of 0 degrees will result in indoor recess. Should your child not be able to participate in recess due to illness or injury, a note from you will allow them to stay in for one day. A note from your physician is required for your child to remain inside for more than one day.

REPORT CARDS

Report cards are issued three times per school year. These include marks in all areas of the curriculum. Music, physical education, and art report comments twice a year. Walled Lake no longer prints and mails report cards. You can access your student's report card on [Family Access](#). If you do not have access to a computer, please contact your child's teacher.

RETURNING AFTER HOURS

Our goal is to foster responsible behavior in our students. If your child fails to bring home books or materials needed for homework assignments, please do not bring him or her back to school without first contacting the teacher or principal for advice. Please think twice before you bail your child out. You may not be doing them any favors in the long run. Also, please be sensitive to our evening custodians' work responsibilities and do not ask them to unlock classroom doors.

SNACKS

Most classes incorporate snacks into their morning or afternoon routines. In order to reinforce our efforts to educate students in good eating habits, parents are asked to provide their children

with a healthy snack. Classroom snacks include any of the following: fruits, vegetables, cheese or yogurt.

MTSS Support Team

The MTSS Support Team is our building-level support system. Team members include: School Social Worker, School Psychologist, Speech and Language Pathologist, Teacher Consultant, English Language Paraeducator, classroom teachers and the principal. The primary purpose of this team is to provide an organized way for teachers and parents to support each other in resolving student learning or behavior concerns. The basic premise of MTSS process is that we all share responsibility for the successful education of all students in the building. This includes parents, teachers, and support staff. If you have concerns about your child, please contact your child's teacher or Mrs. Froning.

SCHOOL CLOSINGS

All families with current information in Family Access will receive an automated phone message in the event school is closed in addition to an email communication. Transportation Departments **24 hour hot line number is (248) 956-5199**. Do not call the Transportation Department directly as that telephone line must be used by drivers and other employees of the department. If it becomes necessary to send children home early due to deteriorating weather conditions or equipment failure, the school office will make every attempt to notify parents (via phone and email) through the use of the Family Access School Messenger automated message system.. (It is imperative that your contact information is up to date in Family Access. Please call the office if changes occur in your information.) Please do not call the school during emergencies, as we need to keep our phone lines available. Parents should review their family plan for emergencies with their children several times each year.

SCHOOL MESSENGER EMAIL/PHONE SYSTEM

Communication is very important to us at Oakley Park. Our school has a communication system called School Messenger that is used frequently to inform parents of important school events, updates, and important school announcements via email and/or phone. Important school documents, newsletters, surveys, etc. may also be hyperlinked using email. Please keep in mind that the email address and phone number that is used is the email address(es) and number(s) provided in the Emergency Contact information in Family Access. If your email address or phone numbers change, please let us know in the office so we can update this in Family Access.

SPECIAL EDUCATION SERVICES

Oakley Park is serviced by specialists from the Walled Lake School District, the Oakland County Health Department, and Oakland Schools. If you have any questions regarding these services or a student's eligibility for Special Education Services, there is information on the District webpage: [Special Education](#) or contact Mrs. Froning.

TESTING

Each year, students at Oakley Park participate in State and National testing. The Michigan Student Test of Educational Progress (M-Step) for Math and Language Arts is given to all 3rd - 5th graders. Additionally, all 4th graders take the M-Step Science assessment and all 5th graders take the Social Studies assessment. The tests are administered according to timelines established by the State of Michigan. It is important that students make every effort to attend school during testing days. Specific dates will be provided 3 weeks prior to testing. Assessment results are provided to families. Click the following link for more information on [M-Step](#). Additionally, student in grades K- 5th participate in an online diagnostic called i-Ready (Language Art and Mathematics) three times per year. The results from iReady testing are used by our teachers for instructional planning purposes. Click the follow link to learn more about [iReady](#).

VISION/HEARING SCREENING

In order to register for school, all Kindergarten students must have proof of vision screening. In addition, children are screened for vision in grades 1, 3, and 5, and for hearing in grades K, 2nd and 4th. Vision and hearing screening are available at the Oakland County Health Department free of charge. Phone (248) 956-3361 for more information.

VISITORS AND VOLUNTEERS

Volunteers are a vital part of the success of Oakley Park. It is important for the safety of all our children to know who is in the building at all times. If you are a volunteer or visitor during school hours, please sign in at the office and secure a visitor's badge. **Younger siblings are not allowed to attend with parents who are volunteering as the work of the volunteer needs to be focused on the students/task at hand.**