



**Oaks Road Academy  
Student Handbook**

**2025-2026**

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### **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. This can be completed in the Infinite Campus Parent Portal and through the office. All address changes must be accompanied by a proof of address (electric bill, renters agreement, etc.).

**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 binder, and/or a communication folder at the beginning of the year or when enrolling.

### **Arrival**

Students arrive at Oaks Road Academy by bus, carpool, and van. Students arriving by carpool may enter the building for breakfast at 7:20 AM. All students will proceed to their classes at the 7:20 AM bell. All students should report to class by 7:50 AM each morning.

We ask that parents remain in their car and say good-bye to their students as staff members open the car door. 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.

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 or leave before 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. Students with more than 20 absences shall not be promoted, except by the determination of the principal.

**Arriving Late-** Students reporting after 7:50 AM must be checked in by a parent and pick up a tardy pass to take to class. Students arriving after 7:50 will not be able to receive breakfast so please be sure your student has eaten breakfast before checking them in as tardy. Teachers begin instruction at 7:50. When students arrive late, they miss instruction and also create a distraction for the entire class so please do your best to have your student at school on time. Students with ANY tardies will not be eligible for perfect attendance awards.

**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 2:30.**

\*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 school 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 2025-2026 Craven County School System Policies and Regulations Handbook.

**AVID**

We are an AVID elementary school. 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 (K-5th)**- 100% attendance, no tardies or early pickups.
- **Principal's List (3rd-5th)**- 90 or above average in all subject areas, all conduct grades are satisfactory or above.
- **Honor Roll (3rd-5th)**- 80 or above average in all subject areas, all conduct grades satisfactory or above
- **Who's Who Recognition/Certificate- (3rd-5th)**- 75 or above average in each subject area, all conduct grades satisfactory or above, 3 or less absences.

### **Blackboard**

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.

### **Building & Grounds**

Oaks Road Academy school grounds are off limits to all students after 3:30 PM and on weekends, unless they are participating in an authorized and properly supervised school activity.

### **Cafeteria**

We are pleased to inform you that Oaks Road Academy will be participating in the National School Lunch and School Breakfast Programs for the 2025-2026 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. Students who attend other schools may need an application for Free and Reduced Meal consideration.

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.

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 and a Unique Meal Plan will be created for the student. Students will have the opportunity to eat breakfast in the classroom with their classmates again this school year.

**Adults**- Meals will be charged a la carte.

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-[6230](#). 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.

## **Cell Phones**

If students bring a cellphone to school, it **MUST** be kept in their backpack and powered off. Students are not allowed to have their phone out during the day, including on the playground and on school buses. Should a student break policy, staff will ask the student for the phone. It will be labeled with the student's name and date and given directly to an administrator as soon as possible. After the first offense, the student may pick up the phone at the end of the day. If there are any other offenses, the phone will be held until a parent comes to pick it up. If a student refuses to turn over the phone when requested, they will receive an automatic three day suspension, per School Board [Policy 4309-Student Code of Conduct](#).

## **Character Education**

Character education is incorporated school wide, as well as in the classroom on a regular basis. Each word is emphasized through classroom and schoolwide activities. Additionally, we use the Second Step Curriculum for our SEL program.

## **Class Dojo**

All parents are expected to join their student's Class Dojo to easily communicate with staff. Please note that teachers may not be able to check messages until after school, they may not be able to answer right away. Each bus also has a Class Dojo and updates will be posted in the "class story".

If there is an emergency or transportation change, please contact the office.

## **Conferences**

Parents are expected to meet with their child's teacher by the end of October. Your child's teacher will provide you with a specific schedule.

We encourage two-way communication between families and teachers to maintain a positive working relationship. Teachers can be contacted by sending a Dojo message, calling the office, emailing the teacher or sending a note to the teacher.

## **Custody**

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

## 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 share their classroom discipline policy during Orientation and as needed throughout the school year. In addition, you may refer to the online version of the 2025-2026 Craven County School Policies and Regulations Handbook available through the Craven County Schools' official website at <http://www.cravenk12.org>.

## Dress Code

The board believes that the dress and personal appearance of students greatly affect their academic performance and their interaction with other students. The board expects that parents outfit their children in clothing that is conducive to learning. With that in mind, students are not allowed to wear:

- Crop tops that expose the midriff
- Shorts, skirts and dresses that are shorter than mid-thigh
- Pants and shorts with holes higher than mid-thigh
- Pants and shorts worn below the waistline. No underwear shall be revealed
- Headgear, hoods, hats, do-rags, or sunglasses except on designated spirit days
- Clothing or jewelry with words or symbols that are obscene, violent, alcohol or drug-related, offensive, inflammatory, or detrimental to the instructional process
- Gang-related clothing, accessories, or symbols as identified by local law enforcement agencies
- Bedroom slippers or sleepwear except on designated spirit days

Students who are not dressed appropriately will have a parent/guardian contacted and may need to wait in the office until appropriate clothes are brought if deemed necessary. Students in violation of the policy will receive a parent notification. Repeated violations will result in further disciplinary action.

Closed-toed shoes are required during PE classes and strongly encouraged daily for safety.

## Drills

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. In the event of an emergency or drill, students and staff will be notified. **Students should move QUICKLY AND SILENTLY** to the designated area as instructed.

\***Hold** - students and staff clear the halls and remain in rooms

\***Secure** - students and staff remain indoors and move freely in the building

\***Lockdown** (Intruder)- students and staff will remain **SILENT** in a designated area until the signal is given

\***Evacuate** (Fire / Critical Incident)- 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

\***Shelter** (Tornado / Severe Weather)- notified by an announcement, 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

### **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 2025-2026 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: suzanne.averitt@cravenk12.org ). Please include your child's name in the subject.

### **Federal Cards**

These will be sent online through Informed K-12.

### **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.

Parents that want to chaperone a trip will need to complete the volunteer process through the Board of Education.

### **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](http://www.foodlion.com)
- Link Harris Teeter VIC card to Oaks Road
- Link Target card to Oaks Road

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		Grades 3 <sup>rd</sup> -5 <sup>th</sup>	
Rating Scale for Standards	Code	Rating Scale for Standards	Code
Proficient	S	90-100	A
Approaching Proficiency	N	80-89	B
Not Yet Proficient	U	70-79	C
Indicates a Non-taught Standard	Blank	60-69	D
		59 and below Standard	F

## Health Assessment

All students entering Kindergarten and transferring from out-of-state must be in compliance with North Carolina Health Assessment requirements (G.S. 130A440). The health assessment must be no more than 12 months prior to the date of school entry. The parent, guardian, or responsible person has 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 2025-2026 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 message will be sent to families via a ClassDojo School Story concerning early closings and delayed opening. You may also receive a call from Central Services at 514-6300 with a recorded message of the status of school closings. Additionally, the district and school Facebook pages will share the announcement.

*In order to ensure that you receive these important weather notifications, you must update your contact numbers with our office every time they change. Also, it is very important for each family to join your students' Classdojo.*

## **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. Accident coverage underwritten by QBE INSURANCE CORPORATION. You can enroll at [www.k12studentinsurance.com](http://www.k12studentinsurance.com)

## **Internet**

In order for your child to use the Internet, including an instructional activity, parents/guardians must sign an acceptable use form and return it to your child's teacher. Students will be supervised by their teacher while using the Internet. This form acts as an agreement between parents, students, and the school.

## **Library 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, 2026.

## **Lost & Found**

**To facilitate the return of lost items, clearly mark lunch boxes, supplies, and outer clothing with your child's name.**

A "Lost & Found" area is located in the cafeteria. Unclaimed items are donated at the end of each semester to local charities. Please check with the secretary for small valuables, including missing eye glasses.

## **Media Center**

The mission of the Oaks Road Academy 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. Students in grades Kindergarten will have a check out limit of one book, 1st and 2nd grade will have a limit of 2 books, and 3rd to 5th grade will have a limit of 3 books. These books may be kept for one week. 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 Academy 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 from 8:00-3:00. 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, and/or doctor's recommendation. They should remain at home for at least 24 hours after an incident of diarrhea or vomiting. Additionally, students should remain fever free (without any fever reducing medication) for 24 hours.

### **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 ([Board Policy 4300](#)) will be followed in determining suspension and its duration. Please read this information with your child. Students serving an out-of-school suspension will not be permitted to attend or participate in any school functions through the duration of their suspension.

### **Parent Resource Center**

This section is equipped with printed materials for parent use and check out, including: materials dealing with Family Issues; Curriculum materials dealing with language arts, math, social studies, and science; workbooks, games, puzzles; Parenting Magazine; researched based information about how children learn to read; and school data. Please feel free to stop in and browse.

### **Personal Information**

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. This can be completed in the Infinite Campus Parent Portal and through the office. All address changes must be accompanied by a proof of address (electric bill, renters agreement, etc.).

## **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 candy, gum, toys, dolls, games, electronic game devices, 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. **If you sign the media release form, you are saying you do NOT want your child's picture published, their picture will not be allowed to be part of the yearbook.**

## **Promotion Requirements**

Students must meet local and state standard requirements for promotion. For additional information, please refer to 2025-2026 Craven County Schools Policies and Regulations Handbook. Final decisions regarding promotion or retention are at the discretion of the principal.

## **Report Cards**

Students will receive report cards every 9 weeks. Progress Reports will be issued once during every 9 week period. Specific dates are listed on the district calendar. Students must be present to receive their report cards.

## **Schedule**

7:20 Student drop-off begins

7:50 Tardy Bell

3:10 Dismissal

\*Carpool is located at the REAR of the building near the Media Center. If students arrive after 7:50 am, please come to the front office with your child to check them in.

## **Reporting Child Abuse and Neglect**

North Carolina's mandatory reporting laws require any person with reasonable cause to suspect child abuse or neglect to report it to the Department of Social Services (DSS) or the local law enforcement agency. This means that any adult in North Carolina is a mandated reporter, and they are not required to have witnessed the abuse, neglect, or dependency firsthand.

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 services to students is a shared responsibility between the teacher and the counselor. Our school counselors are available to assist students, parents, and teachers in small group, individual, or classroom settings. School counselors provide every student the opportunity to focus on developing good study habits, dealing with conflict and tragedies, self-discipline, and personal development. Feel free to contact our counselors, Dr. Royal and Mrs. Badgett @ 514-6475.

## **Students At-Risk Academically**

Parents/guardians of students at-risk of not meeting grade level expectations 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 including 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 as required throughout the year.

## **Telephone Messages**

To help ensure uninterrupted learning time, all phone messages for students or teachers will be handled by the front office. Students will not be called out of class to take personal calls. In the case of an emergency, office staff may ask for some details before calling your child out of class, so we can respond appropriately and efficiently.

## **Tobacco Free Schools**

Tobacco is not allowed in the building or on the property of Craven County Schools. Please refer to [Policy 5026/7250](#) in the Craven County Schools Policies and Regulations Handbook for additional information.

## **Transportation**

**Bus Riders-** 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. Students should arrive at the bus stop prior to the expected arrival time. Buses may arrive 15 minutes prior to or after expected arrival times. Each bus also has a Class Dojo and updates will be posted in the "class story".

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.

5. After the third incident of failure to comply with the above guidelines, students may lose their bus riding privileges.

### **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 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.

### **Consequences**

1st offense- Bus driver talks privately to student & notifies parent/guardian

2nd offense- Referral to administration-1 day suspension from bus

3rd offense- Referral to administration-3 day suspension from bus

4th offense- Referral to administration-5 day suspension from bus

5th offense- Referral to administration-10 day suspension from bus

6th offense- Referral to administration-suspension from bus for the rest of the year

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.

Craven County Schools does NOT allow students to ride a bus if they are not assigned to the route.

**Carpool-**Carpool students will enter and exit through the side doors across from the media center.

Cars will begin unloading in the morning at 7:20 a.m.

Your child must be picked up by 3:30 p.m. After 3:30, the child will be in the front office, and parents/guardians must go inside and officially check out the child after this time.

To help protect our children, do not pass other cars and refrain from using cell phones while in the carpool line.

Children will be assisted by staff members during morning and afternoon carpool.

**Van-**Parents/guardians must notify the teacher about the days your children will be riding the vans. Vans will use the drive near the cafeteria.

If your student will not go to after school care, you will also need to notify the after school facility to let them know.

**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. However, in the case of an emergency, parents may send an email to [elizabeth.pena@cravenk12.org](mailto:elizabeth.pena@cravenk12.org) BEFORE 2:30 in order to ensure accuracy.

Changes after 2:30PM will not be accepted.

If you are picking your student up early from school, this must be done before 2:30PM and you will need your ID.

If you need your student to ride the bus home and they are not on a route, contact Ms. Anna Day ([anna.day@cravenk12.org](mailto:anna.day@cravenk12.org)) to request a bus route. This process can take up to 10 days.

Students must be assigned to a bus route in order to ride the bus and may only be dropped off at their designated stop.

## **Visitors**

All visitors must use the front entrance of the school. Office hours are from 7:20 AM to 4:00 PM. 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.

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 be approved through the Craven County Schools volunteer process. Volunteers must sign-in at the front office and wear their badge while in the building.

### **Weapons**

Weapons are not allowed in the building or on the property of Craven County Schools. Please refer to 2025-2026 Craven County Schools Policies and Regulations Handbook for additional information.

### **Withdrawal of Students**

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

### **Yearbook**

Oaks Road Academy will create a 2025-2026 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. **If you sign the media release form, you are saying you do NOT want your child's picture published, their picture will not be allowed to be part of the yearbook.**

## **Oaks Road Academy 2025-2026 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. Family engagement nights are scheduled throughout the year. These may include Annual Fall meeting and Bingo Night, Reading Night, Math Night, Science Night, and others.

### **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 but one conference must occur before October 31st. 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, MTSS, 504 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 Title I Annual Meeting. The NC School Report Card for Oaks Road Academy is shared on our school webpage: <https://ORA.cravenk12.org>. All student grades are shared through interim progress reports, report cards and within the Infinite Campus Parent Portal, 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 fully wheelchair accessible.

### **Education of School Personnel**

Administration/School Improvement Team conducts quarterly reviews to ensure timely reporting 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 ORA 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**

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