OAKLAND AVENUE CHARTER SCHOOL

PARENT HANDBOOK

SOARING TO SUCCESS

Oakland Avenue
Charter School

Revised July 2019
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Calendar</td>
<td>04</td>
</tr>
<tr>
<td>Purpose of this Handbook</td>
<td>05</td>
</tr>
<tr>
<td>About Oakland Avenue Charter School</td>
<td>05</td>
</tr>
<tr>
<td>School Mission</td>
<td>05</td>
</tr>
<tr>
<td>School Information</td>
<td>06</td>
</tr>
<tr>
<td>Administration Information</td>
<td>07</td>
</tr>
<tr>
<td>Parent Teacher Organization (PTO)</td>
<td>08</td>
</tr>
<tr>
<td>Board Members</td>
<td>08</td>
</tr>
<tr>
<td>New Student Enrollment</td>
<td>09</td>
</tr>
<tr>
<td>Admission Procedures</td>
<td>09</td>
</tr>
<tr>
<td>Admission Requirements</td>
<td>09</td>
</tr>
<tr>
<td>Transfers</td>
<td>10</td>
</tr>
<tr>
<td>Required Forms – By Law</td>
<td>10</td>
</tr>
<tr>
<td>Health &amp; Wellness</td>
<td>11</td>
</tr>
<tr>
<td>Safety &amp; Security</td>
<td>15</td>
</tr>
<tr>
<td>Policies &amp; Procedures</td>
<td>17</td>
</tr>
<tr>
<td>Parent Expectations</td>
<td>18</td>
</tr>
<tr>
<td>Family Educational Rights and Privacy Act (FERPA)</td>
<td>18</td>
</tr>
<tr>
<td>Change of Address</td>
<td>18</td>
</tr>
<tr>
<td>Uniform Policy</td>
<td>19</td>
</tr>
<tr>
<td>Discipline &amp; Code of Conduct</td>
<td>20</td>
</tr>
<tr>
<td>Reciting of Pledges</td>
<td>20</td>
</tr>
<tr>
<td>Arrival</td>
<td>21</td>
</tr>
<tr>
<td>Dismissal/Departure</td>
<td>21</td>
</tr>
<tr>
<td>Activities Program (Before &amp; After School)</td>
<td>21</td>
</tr>
<tr>
<td>Parking</td>
<td>21</td>
</tr>
<tr>
<td>Car Line</td>
<td>22</td>
</tr>
<tr>
<td>Volunteer Guidelines</td>
<td>22</td>
</tr>
<tr>
<td>Professional Communication and Civility</td>
<td>23</td>
</tr>
<tr>
<td>Communication Between Parent and Teacher</td>
<td>23</td>
</tr>
<tr>
<td>Parent-Teacher Conferences</td>
<td>24</td>
</tr>
<tr>
<td>Teacher Qualifications</td>
<td>24</td>
</tr>
<tr>
<td>Classroom Visits</td>
<td>24</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>School Supplies</td>
<td>25</td>
</tr>
<tr>
<td>General Student/Parent Responsibilities</td>
<td>25</td>
</tr>
<tr>
<td>Instructional Resources, Library Books &amp; School Items</td>
<td>25</td>
</tr>
<tr>
<td>Grading</td>
<td>26</td>
</tr>
<tr>
<td>Standardized Tests</td>
<td>27</td>
</tr>
<tr>
<td>Exceptional Student Education</td>
<td>27</td>
</tr>
<tr>
<td>School-Sponsored Activities</td>
<td>28</td>
</tr>
<tr>
<td>Oakland Avenue Charter – Field Trip Bus Rider Rules and Agreement</td>
<td>30</td>
</tr>
<tr>
<td>Attendance</td>
<td>31</td>
</tr>
<tr>
<td>Highlights of OACS Attendance Policy</td>
<td>32</td>
</tr>
<tr>
<td>Student Responsibilities</td>
<td>33</td>
</tr>
<tr>
<td>Technology</td>
<td>34</td>
</tr>
<tr>
<td>Meals Program</td>
<td>36</td>
</tr>
<tr>
<td>Additional Items</td>
<td>38</td>
</tr>
<tr>
<td>Oakland Avenue Charter School Parent/Guardian Contract</td>
<td>39</td>
</tr>
</tbody>
</table>
OAKLAND AVENUE CHARTER SCHOOL

For the School Calendar please visit - www.oaklandfl.gov
PURPOSE OF THIS HANDBOOK

The parent/guardian must read this handbook and agree to abide by and support all of the written policies of Oakland Avenue Charter School.

ABOUT OAKLAND AVENUE CHARTER SCHOOL

Oakland Avenue Charter School was conceived and approved in 2001. The Oakland Town Commission is the Sponsor of the Charter School and is responsible for its operation. Our Charter is granted through Orange County Public Schools.

SCHOOL MISSION

Oakland Avenue Charter School is dedicated to providing children with an education that is built on the foundation of community and collaboration. Through cooperation and concerted efforts from parents, fellow students, and community members, our students will be prepared citizens for the world of tomorrow.

Oakland Avenue Charter School will offer students a comprehensive educational program focusing on core curriculum, civic and community engagement, and an infusion of literacy, science, arts, and leading edge technologies.
Daily Schedule
Arrival Time: 8:00-8:25 a.m.
School Starts: 8:31 a.m.
Dismissal: 3:00 p.m.
Early Release Wednesday: 2:00 p.m.

School Address
456 E Oakland Avenue  Town Hall: PO Box 98
Oakland, FL 34760  220 N Tubb Street, Oakland, FL 34760
Phone: 407-877-2039  Phone: 407-656-1117
Fax: 407-877-6222  Fax: 407-656-2940

*All mail in the 34760 zip code MUST have PO BOX to ensure delivery.*

Office Hours
During School Year: 8:00 a.m. – 3:30 p.m. Monday – Friday
Summer Hours: 8:00 a.m. – 3:30 p.m. Monday – Thursday

School Colors
Red, White, Blue

School Mascot
Eagle

Website
www.oaklandfl.gov

Notice of Non-Discrimination: Oakland Avenue Charter School does not discriminate on the basis of race, color, national origin, sex, age, disability, religion, sexual orientation, gender identity, or expression, marital status, genetic information, ancestry, veteran status or any other basis protected by law in any of its programs, activities and employment practices and provided equal access to the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries non-discrimination policies, Title IX AND Section 504: Pamela Dwyer Principal, 456 East Oakland Avenue, Oakland, Florida 34760, 407-877-2039.
Administration
Principal: Pamela A Dwyer  
Dean: Melissa Keating

Board of Directors/Town Commission
For a current list of Board Members  
Visit: www.oaklandfl.gov

SCHOOL ADVISORY COUNCIL
Improving a school means creating a plan for the future. Schools need to know where they are, where they want to be and how they can best get there. The School Advisory Council helps school leadership establish goals and partners to reach such goals. The committee works to create a shared vision while providing support to the OACS Community.

School Advisory Council
For a current list of SAC Board Members  
Visit: www.oaklandfl.gov
PARENT TEACHER ORGANIZATION (PTO)

By promoting involvement of our students, parents, teachers, and administrators, we unite to achieve the common goal of enriching every child’s elementary school experience.

As members of the PTO, we are committed to cultivating relationships, providing resources, and enhancing growth and opportunity within our school community.

Our role is to plan, organize and execute events and programs which generate the resources and mechanisms necessary to fulfill our mission. By working together, we can make things happen.

BOARD MEMBERS

For a current list of PTO Board Members
Visit: www.oaklandfl.gov
NEW STUDENT ENROLLMENT

Enrollment opportunities are determined by available seats & lottery preference order:

- Siblings of returning Oakland resident students
- New Oakland resident students
- Siblings of returning non-Oakland resident students of Orange/Lake County
- Employee students
- OACS VPK students
- New non-Oakland resident students of Orange/Lake County

Re-enrollment applications go out in January. The lottery is held in April.

ADMISSION PROCEDURES

1. Upon receipt of the completed application, the Registrar will log the application in as to date and time. If a person requires any information, the Registrar shall discuss admission procedures, school programs and a tour of the school’s facilities.

2. All teacher recommendations and an official school transcript must be received.

3. If all classes are full, the child will be placed upon the waiting list. The Registrar will notify the Parent/Guardian as soon as a seat becomes available.

ADMISSION REQUIREMENTS

How old does my child have to be to start school?

Under state law, a child must be 5 years old on or before Sept. 1 to enter kindergarten. To enter first grade, a child must be 6 on or before Sept. 1 and must have attended kindergarten.

What do I need to bring to register my child?

A. Verification of age (with one of the following):
   1. Transcript of child’s birth (Birth Certificate)
   2. Insurance policy
   3. Passport
   4. School record
   5. Certificate of baptism, accompanied by parent’s affidavit
   6. Bona fide Bible record, accompanied by parent’s affidavit
   7. Affidavit of age sworn to by parent, accompanied by a medical practitioner’s statement

B. Proof of immunizations on a Form DH 680, which can be obtained from your physician or at the Department of Health at the following address:
   Orange County Health Department
   (407) 836-2600
   832 W. Central Blvd., Orlando

C. Proof of physical examination within the last year. If documentation cannot be provided, a physical examination must be scheduled within 30 days.
D. Academic History
   1. Last Report Card
   2. Transcript
   3. Withdrawal Form
   4. Each first grader who attended a private kindergarten also will need a letter from that school stating that he/she has successfully completed kindergarten.

E. Verification of your domicile with one of the following:
   1. Current Homestead Exemption Card or Purchase Contract or Warranty Deed
   2. Lease/Rental Agreement (If you have lived in Florida more than one year)
   3. Verification of Address (If you have lived in Florida more than one year)

TRANSFERS

Parents must complete a withdrawal form in advance of date of transfer. The following information should be given:
   • Name and grade of student
   • Reason for transfer
   • Last date your child will attend our school
   • New school attending

Upon request from the new school, records will be forwarded providing that:
   • All instructional resources and library books have been returned to the school.
   • All lunch money, field trips, tuition, book payments, obligations and other fees have been met for the school year.

Withdrawal from OACS does not relieve parents of any financial obligations they may have to the school.

REQUIRED FORMS – BY LAW

To ensure that the school is in compliance with all necessary state regulations and to maintain accurate and necessary information about all students entrusted to our care, the following forms will be required to be on file for all students:
   • Application Form and Signed Contract
   • Birth Certificate (or passport)
   • HRS Form 3040 (Physical Examination form)
   • HRS Form 680 (Immunization Record)
   • Clinic Form
   • School Records

The school will coordinate the transfer of student records from schools attended previously by newly-enrolled students. Should parental permission be required, the parents will be contacted to sign a release.

Oakland Avenue Charter School also has a grouping of forms required to be completed within the first week of school and copies are in the back of this handbook.
HEALTH & WELLNESS

SICKNESS
Regular school attendance is mandatory for your child’s success. However, children are very susceptible to different kinds of illness. It’s important to know when to keep your child home from school. Not only will this improve your child’s health, but it will help prevent other children from getting sick. Here are some simple guidelines from the Orlando-Orange County Health Department:

When NOT to Send Your Child To School
• Red rashes/bumps
• Fever, nausea and vomiting
• Red, itchy eyes with yellow discharge
• Swollen glands
• Fever
• Cramping, diarrhea
• Nits or live lice
• Earache, runny nose, coughing up mucus

In the event your child has a fever, giving your child a fever reducing medication, such as Tylenol, prior to school is not an acceptable approach to sending your child to school. For the above illnesses, it’s important to see a doctor for medication and recommendation when to send your child back to school. When your child is sick, wash his/her hands often and discourage the sharing of toys and food. Upon feeling better, please get a doctor’s note that says your child is no longer contagious and can return to school. Also, any rash or open sore that is weeping any type of fluid needs evaluation and necessary medication to ensure the child does not have a condition that is contagious to the other children.

Any student with a contagious or communicable disease or any child who has been exposed to someone who is a carrier of disease shall be excluded from school as directed by the regulations of the Board of Health.

TOBACCO USE POLICY
Tobacco Policy: It is the policy of the Oakland Avenue Charter School to provide clean air and a work place that is conducive to the health and safety of employees, students, and visitors to the school by prohibiting the use of tobacco products on the grounds, offices, and other facilities, including all school vehicles, and at all events/activities.

Implementation: It is expected that this policy will be carried out through cooperation between smokers and nonsmokers. Signs shall be posted at the main entrances to every site explaining that no smoking is allowed on the grounds.

Public Compliance: Members of the public using the facilities shall be informed of these regulations and be required to conform to them.

PHYSICAL EDUCATION
The Florida Legislature has established guidelines for Physical Education. One of the components is that every child is actively engaged in some structured physical activity each day. Unless there is a documented medical excuse, no child may sit out or opt out from this program. Medical excuse
notes must include child’s name, description of injury, doctor’s contact information, start date, and end date. These notes are only accepted at the discretion of the Administration. Nutrition lessons will also be included as part of this new curriculum. This is an important part of your child’s educational day. Students are required to wear gym shoes everyday as a part of their uniform. Students wearing inappropriate footwear to school will be sent to the office to call home for shoes.

GUIDANCE COUNSELING
The primary role of the school guidance counselor is to serve as the child’s advocate and to provide a strong link between the home and the school. The counselor encourages students to develop their intellectual, social and emotional potential. This goal is achieved through school-wide group and individual programs that promote academic success and positive peer relationships.

DIETARY RESTRICTIONS
Oakland Avenue Charter School recognizes that there are students who have severe allergies, particularly as it relates to various food products. In an effort to provide procedures to protect the safety of those students, this school policy is being implemented. **At enrollment, it is the responsibility of the parents of the child with the allergy to fill out all necessary forms as mandated by the school. These forms include, but are not limited to, the Authorization for Emergency Care of Children with Severe Allergies, the Acknowledgment of Receipt of Policy for Administering Emergency Treatment, and a Release and Hold Harmless Agreement.**

Parents are encouraged to provide as much information as possible to the school about their child’s allergy so that teachers, staff, and office personnel can be fully informed. Documentation from your child’s doctor, including diagnosis, symptoms, and medications required must be received at the beginning of the school year or immediately when changes occur.

The school has implemented a policy of NO SHARING OF FOOD OR SNACKS AMONG STUDENTS. It is imperative that parents communicate clearly and effectively this restriction to their children. To the extent that it is reasonable, the school will make arrangements for that child to eat at a separate table. Teachers will make efforts to clean tables or other areas after they have been contaminated with foods identified as those which could aggravate a particular child’s allergies. If a teacher is aware of a particular child’s food allergies, efforts will be made to avoid the use of such items (i.e. nuts and seeds) in school projects. If a child’s food allergies are so severe that medication is necessary to manage an anaphylactic reaction, it is the parent’s responsibility to provide medication, as prescribed by the child’s physician. This medication must be current and not expired.

Oakland Avenue Charter School will notify each one of the child’s teachers of the particular food sensitivities. Additionally, the school will provide training to appropriate personnel on proper administration of a child’s medication(s).

STUDENTS WITH DIETARY, CULTURAL OR RELIGIOUS FOOD RESTRICTIONS
Oakland Avenue Charter School believes it is our responsibility to serve our students with respect and dignity. OACS is aware that there are cultures and religions that do not eat specific ingredients which may be present in some of the foods we serve. We are also aware that certain students may
have sensitivities or intolerances to certain food products. **We are able to offer alternative products for those students whose parents/guardians have filed a form at the beginning of the school year detailing those restrictions. If the restrictions are of a medical nature, then a doctor’s statement must be attached.** We cannot anticipate the needs of all students unless we are aware in advance of these restrictions. We may not be able to accommodate all students, but will offer an ‘alternate meal.’ We encourage you to file the appropriate documentation prior to the first day of school.

If you have questions about our meal program contact the meals coordinator at 407-877-2039 ext 2502 or bbishop@oaklandfl.org.

**MEDICATION POLICIES**

The school clinic is located in the school office. If a student becomes ill or injured at school parents are notified as soon as possible. If necessary, parents will be asked to come to the office and sign the student out. Students will not be released to anyone except parents or their designated representatives. All health emergencies are reported to the office immediately. The office will call 911 if required.

A student information form will be provided for parents to fill out and sign prior to the start of each school year and kept on file in the office. This will provide any medical information, emergency contacts, and family physician. It is the responsibility of the parent to notify the school of any changes to this form as the year progresses. All faculty members of Oakland Avenue Charter School are required to immediately report any suspected cases of child abuse to the Department of Children and Families.

**PRESCRIPTION MEDICATION**

The school must be notified in writing of all prescription medications being taken by a student. This information is required by the school in order to respond properly to emergencies, as well as to respond appropriately in the educational process. The school will assist parents in the dispensing of prescription medication to a student upon the following terms in accordance with OCPS and OACS policies:

1. When possible all medication shall be administered outside school hours.
2. Instructions on the use of a prescription shall be provided by a physician or pharmacist.
3. All medications shall be delivered to the office/clinic and must be in the original container and have a pharmacy label which includes the child’s full name, doctor’s name and telephone number with the following information provided in writing by the student’s physician:
   A. name and purpose of medication
   B. time the medication is to be given
   C. specific instructions on the administration of the medication
   D. approximate duration of medication
   E. a list of any possible side effects
   F. permission for school officials to administer medication
4. The first dosage of any new medication shall not be administered during school hours due to the possibility of an allergic reaction.
5. Medication kept at school shall be stored in a locked place with the student’s name attached
and shall be accessible only to staff members who are authorized to administer said medication.

6. A record shall be kept on each student who received medication during school hours including the time each dose of medication was administered.

7. Over-the-counter medications will only be administered with prior written parental authorization. All medications must be in the original container. Desired dosage must be indicated.

8. All changes in dosage or discontinuation must be made by a written statement from the parent(s) or guardian(s).

9. All medication must be picked up by the parent at the end of the school year or upon discontinuation of use.

10. The parent(s) or guardian(s) are responsible for instructing the student to report to the school clinic for dispensing of medication(s).

11. A student diagnosed with asthma or a severe allergic condition may carry a metered dose inhaler and/or Epi-Pen for emergency use with appropriate authorization. A signed authorization form must be filed with the clinic as well as second inhaler or Epi-Pen stored there.

12. There shall be no liability for civil damages as a result of the administration of the medication when the person administering the medication acts as an ordinarily reasonably prudent person would have acted under the same or similar circumstances.

**NON-PRESCRIPTION MEDICATION**

Students are prohibited from bringing non-prescription medication to school. Students are prohibited from having any medication(s) in their possession (including backpacks). Providing such medication to fellow classmates is strictly prohibited. Parents may provide non-prescription medication for a student to the clinic staff and they will provide medication as instructed. As mentioned before, inhalers and/or Epi-Pens may be carried for emergency use with the proper authorizations. All medication must be picked up at the end of the school year. All medication not picked up at that time will be destroyed.

**BIRTHDAY CELEBRATIONS**

In accordance with Health & Wellness initiatives, the distribution of whole class treats will not be permitted.

Parents and families that opt to celebrate their child’s birthday will be invited to do so using a “Birthday Bag.” This birthday bag will be opened on your child’s birthday, half birthday (for summer birthdays), and/or teacher designated days.

“Birthday Bags” are a decorated paper bag that is sent from home filled with special trinkets/treats for the birthday boy/girl ONLY. The contents can include small trinkets such as Lego kits, squishy toys, key chains, fun pencils, stickers, a healthier snack, etc. The “Birthday Bag” should be sealed and sent to school with your child. During snack time and/or a teacher designated time, the birthday boy/girl will open the bag in the presence of their classmates to unveil the special treats. Birthday parties and/or visitors to the classroom will not be a part of the unveiling.
SAFETY & SECURITY

Oakland Avenue Charter School is committed to providing a safe and secure environment for all students, staff, and visitors while ensuring effective response to emergencies that might affect safety or security of students and staff. OACS will remain diligent in assessing health, safety, and security needs in response to a changing world. Necessary changes will be communicated as needed.

SECURITY

CLOSED CAMPUS

Oakland Avenue Charter School operates as a closed campus. Students may not leave the campus at any time unless it is for a pre-arranged appointments. Apart from OACS students and staff, NO persons will be permitted within the campus perimeter without registering as a visitor. All visitors will be required to wear a name badge label throughout the entire visit.

BACKGROUND CHECK

Oakland Avenue Charter School requires all persons employed by the school to be subject to background checks. Persons who volunteer in any capacity must complete a background check.

SCHOOL RESOURCE OFFICER

In keeping with statewide efforts to improve school security, OACS will have a full-time, school resource officer (SRO) assigned to our campus. Our SRO is a fully certified police officer and a member of the Oakland Police Department. Our SRO will be highly visible and whose primary responsibility will be the safety and security of our students, faculty and staff. Beyond that, OACS will partner with our SRO to provide lessons to students related to safety challenges that elementary school children face.

STANDARD RESPONSE PROTOCOL

OACS will use OCPS’ District Comprehensive Emergency Management Plan (CEMP) as a baseline for establishing all-hazards preparedness to address the widest range of emergencies, crises, and disasters. The plan establishes a coordinated response for managing emergencies or disasters which threaten the safety and well-being of the school community or disrupt programs and/or operations. Employees are expected to understand emergency response processes and procedures outlined. All OACS staff will complete a series of emergency preparedness training courses annually.

OACS will use standard vocabulary and protocols that are universally understood by the public safety community (law enforcement, first responders, etc.).

The District Response Protocol consists of Lockout, Lockdown, Evacuate, and Shelter. The District Response Protocol was adopted from the Standard Response Protocol from the "I LoveYou Guys" Foundation. For more information see http://iloveyouguys.org/
FIRE SAFETY
To keep students always vigilant, Oakland Avenue Charter School stages evacuation drills in accordance with the State of Florida and the Orange County Fire Department. Parents on campus during drills must follow staff instructions and not interfere with the operations.

WEATHER EMERGENCY PLAN
If such an emergency arises during school hours, parents may sign-out their children from the school office. Students not picked-up will be dismissed at the regular dismissal hours. Oakland Avenue will use a telephone contact tree, Connect Ed, e-mail, or its website to convey the status. Hazardous weather drills are conducted as required throughout the school year. OACS will follow Orange County Public School’s closing and/or school delay decisions unless school specific needs require an alternative decision.

CRITICAL EMERGENCY PICKUP
In the event that children need to be evacuated, notification of emergency pickup location will be provided via school messenger and electronic communication methods (Bloomz, Website).
The policies and guidelines on the following pages have been established to ensure fair and equal treatment for all students, and the safety and well-being of both students and staff. These policies include, but are not limited to, those areas discussed in the following pages. It may become necessary to make changes, additions or deletions to our policies, which will become effective at time of publication. Publication may include, but not be limited to, announcements, parent meetings, postings on the website and/or electronic alerts. Students and parents will be responsible for following all policies. Oakland Avenue Charter School looks to establish policies based on common-sense practices and alignment with Orange County Public School Code of Conduct.
PARENT EXPECTATIONS

Oakland Avenue Charter School expects parents to be knowledgeable of the OACS Student-Parent Handbook and to adhere to the policies and procedures stated therein so that maximum learning can take place for all students. There is also the expectation that all parents will communicate and problem-solve using the proper internal channels. Parents with a concern should begin with the classroom teacher. If the issue is not resolved, the parents should then speak with the Principal. It is our expectation that all faculty members will be treated respectfully and professionally. All OACS family members are expected to support the school’s mission so that educational goals are realized. Parents/guardians who fail to follow any school policy or who are disrespectful/abusive to staff jeopardize continued enrollment for their child(ren).

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Student education records are official and confidential documents protected by one of the nation’s strongest privacy protection laws, the Family Educational Rights and Privacy Act (FERPA). FERPA, also known as the Buckley Amendment, defines education records as all records that schools or education agencies maintain about students.

FERPA gives parents the right to review and confirm the accuracy of education records. These rights transfer to the student when the student turns eighteen years old or attends a postsecondary institution. At this time, the student is designated as an "eligible student" and holds the same rights as his or her parent held with respect to education records. This and other United States "privacy" laws ensure that information about citizens collected by schools and government agencies can be released only for specific and legally defined purposes. Since enacting FERPA in 1974, Congress has strengthened privacy safeguards of education records through this law, refining and clarifying family rights and agency responsibilities to protect those rights.

The primary rights of parents and eligible students under FERPA are:
- The right to inspect and review education records
- The right to seek to amend education records
- The right to have some control over the disclosure of information from education records

CHANGE OF ADDRESS

It is important that we have current address and contact information. Change of address, e-mail address, or telephone number should be reported immediately to the school office and homeroom teacher in writing. Address verification must be provided each time you have a change of address/domicile.
UNIFORM POLICY

The dress and grooming of Oakland Avenue Charter School students shall contribute to the health and safety of each individual, promote a positive educational environment, and not disrupt the educational activities and/or processes of the school. These minimum standards of dress and grooming apply to all students unless a specific exemption is granted by the Principal and/or designee.

OAKLAND CHARter SCHOOL REQUIRES STUDENTS TO WEAR THE APPROPRIATE SCHOOL UNIFORM:

- Solid Red, White, or Navy polo type shirt with cap sleeve. No logos exceeding 2” x 2” permitted other than OACS logo.
- Solid Beige or Navy uniform style skorts, shorts, pants or skirts with shorts worn underneath.
- Tennis shoes must be worn every day. No other shoes are permitted.
- Students may wear solid navy blue, white, or red socks no longer than mid calf.

In addition, please note the guidelines below:

- Platform shoes (including athletic shoes with platforms) are not permitted. No ‘heelies’, crocs, or sandals. Boots and/or any shoes above the ankle are not permitted.
- No open-toe or backless shoes are permitted.
- Socks MUST be worn at all times and cannot have patterns nor exceed mid calf in length.
- In rainy weather, galoshes may be worn over shoes, but must be removed once on campus.
- Shirts should be tucked in but can remain un-tucked if it does not extend past the inseam of bottoms.
- Belts must be worn with uniform shorts or pants (2nd thru 5th grade) when bottoms have belt loops.
- No jumpers/dresses.
- No dangling earrings.
- Headbands must be traditional in style. Novelty ears, large bows, large flowers or those that wrap around forehead are not permitted.
- Hair must be a natural hair color, including temporary hair color or spray on hair dye.

Students not in compliance with the uniform policy will be referred to administration for parent contact and/or application of consequences.

COLD WEATHER CLOTHING REQUIREMENTS:

In cold weather students may wear whatever outerwear they wish to school; however, they must wear only permitted clothing in the classroom. Permitted cold weather clothing:

- PLAIN solid Red, White, or Navy sweatshirt, sweater or zip-up sweatshirt jacket.
- Undershirts must be PLAIN solid Red, White, or Navy. Undershirts (long or short sleeves) can be worn under uniform shirts.
- Leggings or tights worn under shorts, skorts or skirts must be PLAIN solid Red, White, Navy or White.
NON-UNIFORM DRESS CODE
On non-uniform days the following dress code will be enforced:

- Clothes shall be worn as they are designed - suspenders over the shoulders, pants secured at the waist, belts buckled, no underwear as outerwear, no underwear exposed, etc.
- Clothing with holes, tears or inappropriate patches will not be allowed.
- Bare midriffs and bare sides should not show even when arms are extended above the head.
- Clothing that is too tight or revealing is unacceptable.
- Heelies, Crocs, sandals, flip flops, cleats and/or backless shoes are not permitted at any time.

The following items have potential to cause disruption or threat to a safe and positive school environment and are prohibited while on campus:

- Hats, caps, visors, sunglasses or bandanas.
- Chains hanging from the neck, belt, pocket or attached to wallet.
- Jewelry that contains any type of sharp object.
- Short hemlines on shorts and/or skorts (less than mid-thigh).
- Sleeves less than four fingers in width at the shoulders.

DISCIPLINE & CODE OF CONDUCT
We believe learning takes place in an orderly environment. It is our goal to establish and maintain an orderly environment in which instruction is effective and learning is facilitated. Our policy is to use strategies that will promote the development of self-regulation and foster acceptance of responsibility for behavior. We expect all students to honor other people’s space and property. Students may receive consequences for placing hands, feet, and objects on others, regardless of malicious intent. If you have any questions, please contact administration.

As part of the Charter Agreement, adherence to the Orange County Code of Conduct is a requirement. A link to a copy is found on our website. If you would like a hard copy please fill out the appropriate form and send back to school. If you have any questions on this Code of Student Conduct please contact administration.

RECITING OF PLEDGES
Oakland Avenue Charter School’s educational philosophy provides a learning environment that fosters civic virtue. This includes honesty, integrity, trust, self-worth, self-discipline, respect for authority, concern for others, and pride in our community and country. To further this goal, the school will teach each student the Pledge of Allegiance, which will be recited at the beginning of each school day. Religious objection to reciting the pledge will be honored, but student will be required stand in silence during its recital. Students will also be taught the OACS Eagle’s Nest Pledge which will also be recited daily. This pledge encompasses the character ideals that will be highlighted and celebrated within our school community. All students will be expected to stand and recite the OACS Eagle’s Nest Pledge.
ARRIVAL

Students must arrive each morning on time. It is imperative that students are in the classroom and prepared to begin class at 8:31 a.m. Please drop your child off at school between 8:00 a.m. and 8:25 a.m. School begins promptly at 8:31 a.m. Students not in their classrooms are considered tardy at 8:31 a.m. The school and/or its designee will impose a fee for children arriving prior to 8:00 a.m. as children cannot be on campus unsupervised. The fee schedule for the Extended Day program is available at the school office.

School Breakfast shall occur from 8:00 a.m. until 8:25 a.m. All students receiving breakfast are expected to be in class by 8:31 a.m.

DISMISSAL/DEPARTURE

Student must be picked up daily during the dismissal period of 3:00-3:35 p.m. each day (2:00-2:35 p.m. Wednesdays) without exception unless after care arrangements have been made.

To reduce the number of classroom interruptions, we ask for your cooperation when it becomes necessary to pick your child(ren) up before the end of the school day. Except for true emergencies, dismissal shall not be permitted beyond 2:00 p.m. daily (1:00 p.m. Wednesdays). Doctor appointments and/or family obligations are not deemed true emergencies. We encourage appointments to be scheduled outside of the school day.

In the event an early dismissal is unavoidable, the student(s) will be released to parents, guardians, and/or those identified on the student information card. Proper identification will be required at all times.

If a child(ren) has(have) not been collected from school at the end of the day and it has not proved possible to contact the parent(s) and/or emergency contact person(s) for the child, school representatives will contact the Florida Department of Children and Family Services. Contact with DCF will also be made if a pattern of failure to collect the child during the dismissal period is established.

ACTIVITIES PROGRAM (BEFORE & AFTER SCHOOL)

OACS contracts with a company for extended day care. After School Programs, Inc. informational brochures can be obtained at the front office.

PARKING

All persons must park in designated spots only. No parking is allowed in any of the bus/van loops, fire lanes, in front of the school, or on the street. Parking is not permitted in front of the school at any time within 45 minutes of dismissal. Parents must enter the carline for pick up at 2:45 p.m. Monday, Tuesday, Thursday, and Friday and 1:45 p.m. on Wednesday for entrance into carline on campus. Unattended vehicles should not be left running nor with the keys in the ignition due to safety concerns. Do not leave unattended children in cars. No vehicles are allowed to park on the grass unless instructed by school staff.
CAR LINE

Please be reminded we are a neighborhood school and there is no parking on private property, on Motamassek, the Public Safety Building parking lot or Oakland side streets to drop off or walk your student to class. Violators will be ticketed. Please be respectful of the church and neighbors’ properties along Oakland Avenue. At no time should any driveway be blocked. There is no through traffic in the neighborhoods surrounding OACS. U-turning prohibited signs are along Oakland Avenue and this action will also result in ticketing.

OACS is a neighborhood school that values our neighbors and surrounding areas. At no time should OACS families use and/or park on private property or surrounding streets for attendance at school functions or to walk their child(ren) to school. **Walking students on to campus and/or class is not permitted for pick up or drop off.** The surrounding neighborhoods restrict thru traffic and u-turning. Violators will be ticketed. **Parents/Guardians of OACS students are expected to utilize the established car line route each day for both morning drop off and afternoon pick up without exception.** Careful attention must be made to not block driveways or access to local venues (church, pre-school, etc.). **At no time, should any parent/guardian skip the route in favor of convenience, traffic avoidance, and/or other reasons.** Parents with children in car seats MUST have the car seat on the passenger side of the car so that the child exit at the curb. Additionally, parents must be able ensure their child is ready to be unbuckled immediately upon arrival at the designated number during drop off. **NO one is permitted to get out of the car in car line to fasten seat belts, car seats, or close inoperable doors.** Clear display of car placard identifying all children to be picked up must be visible each day throughout the entire dismissal car line process. Parents/families without a clearly visible placard will be required to report to the front office to show identification as an authorized pick up for each child.

VOLUNTEER GUIDELINES

Volunteering at school is one way to get involved in your child's education. Volunteers contribute in many ways, including accompanying classes on field trips, helping in classroom, or supporting school/PTO functions.

The school charter requires that families support the school by volunteering their time. Almost every charter school in Florida has this policy, with most requiring 50 or more hours per year. For OACS, a family with one child enrolled is required to contribute at least 20 hours, while families with 2 or more children must contribute at least 30 hours of volunteer service. **Remember, this is a commitment of less than seven minutes per school attendance day. If the volunteer hour requirements are not fulfilled, your child(ren) will not be permitted to re-enroll in OACS for the subsequent year.** All families are expected to complete the volunteer screening process by September 1st of each year. A link to the OCPS ADDitions school volunteer screening site is found on the school website. If you have any questions regarding volunteering at OACS, please contact the front office.

Only adult family members (18 or older) will be permitted to volunteer and earn service hours. Grandparents who live in the same household can be credited with the Principal or designee's written approval.

All volunteer hours must be fulfilled prior to May 1st. If you exceed the minimum requirement, your extra hours do not roll into the next school year. However, volunteer hours earned on or after May 1 will be applied to the next school year.

Attending night functions, such as PTO and Advisory Meetings or school events, do count for volunteer hours. All persons must sign in on the event roster to confirm hours.
All persons must sign in at the front office to receive a volunteer/visitor badge before going to the classroom. This badge must be worn throughout the school day. Please remember to dress in clean, neat, appropriate clothing when volunteering; you are representing your child and Oakland Avenue Charter School. Only adult volunteers are permitted (18+ years). Parents may not bring their other children to volunteer opportunities at any time.

**EXAMPLES OF VOLUNTEER OPPORTUNITIES:**

- Car Line
- Lunch Duty
- Book Fair
- Heritage Day
- Field Day
- School Pictures
- Yearbooks
- School Field Trips
- Library
- PTO/SAC meetings
- Staff Lunch
- Spirit Nights
- Curriculum Nights
- Classroom support
- Recess supervision

**PROFESSIONAL COMMUNICATION AND CIVILITY**

Oakland Avenue Charter School believes that one of the key elements of a successful learning experience is the professional status of teachers and staff. Professional standards have been established for faculty members that must be met for an individual to remain employed at Oakland Avenue Charter School. These standards include both professional growth expectations and also ethical and business behaviors. Professional growth does not only require that our faculty members act professionally, but that they are also treated professionally. **We do not condone or allow unprofessional treatment of our faculty members. This includes verbal, physical, or written abuse (including e-mail messages and social media posts).**

Examples of behavior from students, parents, or other members of the community that will not be tolerated are:

- Loud or discourteous dialogue
- Screaming, cursing, or yelling during parent-teacher conferences and/or telephone calls
- Physical threats
- Harassment of any type
- Speaking poorly of a teacher to other members of the faculty including social media posts/dialogue (does not refer to complaints to the proper administrative team member)
- Soliciting of negative opinions from other parents, students, and/or teachers
- Disrespect of faculty member’s personal and private life including home telephone calls

If such behavior is demonstrated, faculty members have been directed to immediately stop a conference or telephone session and direct the parent or visitor to the Principal or designee. Oakland Avenue Charter School considers continual occurrences of such behavior as detrimental to the educational process and not in line with our philosophy of the educational community. Such behavior will result in a request that the parent(s) withdraw their child(ren) from the school.

**COMMUNICATION BETWEEN PARENT AND TEACHER**

**Voice Mail** – *During instructional time, teachers are unable to accept calls.* Please go through the school office personnel to leave messages or leave voice mail messages. Emergency messages for students may be called in to the school office. The administrative staff will make sure the students receive them. It is very difficult to ensure delivery of messages called in after 2:00 p.m. Students will not be taken from class to come to the telephone to speak with a parent. Students are not to use the telephone without teacher permission.
Bloomz.net – OACS utilizes Bloomz.net as a primary means of communication between home and school. Parents are expected to take steps to ensure access to such communication and monitor it regularly.

Website - OACS’ website is www.oaklandfl.gov. In addition to school wide information, grade level specific academic information will be provided and updated as needed on the website.

E-mail – E-mail is one of the ways the teachers, as well as the school, communicate with parents. If parents do not have access to e-mail, please contact our technical staff for recommended alternatives for internet access and e-mail. The e-mail address parents provide may be a home or work e-mail address, whichever is preferred. Teachers do not engage in e-mail correspondence during class time.

School Announcements – OACS will use a combination of the communication methods listed above, as well as periodic use of the School-Wide Phone Messaging System.

PARENT-TEACHER CONFERENCES

To ensure that teachers concentrate on their daily duties we ask that if you wish to have a Parent-Teacher conference that you arrange them ahead of time with the teachers. You may go on to the website to find their email or phone number. It is only through close home and school cooperation and communication that the true educational ideas of Oakland Avenue Charter School can be achieved. Even though e-mail is a convenient method of communication, it does not take the place of an actual parent-teacher conference.

TEACHER QUALIFICATIONS

The Every Child Successes Act, formally No Child Left Behind, federal law requires that school districts hire highly qualified teachers. By the school year of 2007-08, all schools were required to have teachers certified in the major core academic subjects. Currently schools notify parents whose children may be in the classroom with a teacher who is teaching out of their field of certification. Out of field teachers must take yearly courses to obtain extended certification in the subject areas that are being taught. You may learn more about this by contacting our school Principal.

CLASSROOM VISITS

Oakland Avenue encourages parents to visit classrooms to assist teachers. All visits, even for volunteering purposes, must be arranged with the teacher in advance. Parents must take the appropriate steps to complete the volunteer clearance process. Parents must register in the school office, present identification and receive a name badge. Parents may not go directly to the classroom without signing in at the office. If the parent leaves Oakland Avenue campus before the end of the school day, he/she must sign out in the school office. If parents need to drop something off for their children, they must bring it to the office – not directly to the classroom. We have a holding area for all items and the office will then call the homeroom teacher for the child to retrieve the item.

During school hours, parents are required to come to the school office and sign in to get a name badge before going to the classroom. All visitors must enter through the front office entrance only. For the safety of your children, it is important that the school be aware of who is on campus at all times.
SCHOOL SUPPLIES

Student supply lists are provided prior to the start of each school year on the school website. Parents/Guardians are responsible for providing their child(ren) with items on the lists each year. OACS is committed to looking for ways to reduce the costs associated with school supplies.

GENERAL STUDENT/PARENT RESPONSIBILITIES

- Must ensure proper use and care for all instructional resources.
- Must return instructional resources at the close of school, end of the course, or at the time the pupil withdraws.
- Must reimburse the school for any lost, destroyed or damaged instructional resources issued to that student.

INSTRUCTIONAL RESOURCES, LIBRARY BOOKS & SCHOOL ITEMS

INSTRUCTIONAL RESOURCES FINES/FEES

All instructional resources issued to a school are the property of the school. A student must return all instructional resources to the teacher at the end of the school year or when the student withdraws from school. Each student, or the student’s parent or guardian, is responsible for each instructional resource not returned by the student. A student who fails to return all instructional resources forfeits the right to free instructional resources until each instructional resource previously issued but not returned is paid for by the student, parent, or guardian. The school shall allow the student to use instructional resources at school during each school day.

Fines: The collection of fines for damaged instructional resources is strictly a school policy. Money collected for abused books in the form of fines is retained by the school. OACS will use the following fee schedule:

Damages % of Cost of Book
1. Torn pages 25%
2. Ink or pencil marks: Minor $1.00/page Major 25%
3. Loose bindings (due to misuse) 50%
4. Missing pages 100%
5. Obscenities (drawn or written) 100%
6. Damages that prevent re-issuing book 100%

If a student pays for a book in full (100%), he/she is entitled to keep that book.
GRADING

DEVELOPMENT AND ACADEMIC SCALE  
(Kindergarten, 1st Grade, and Specials)
S = Satisfactory  
W = Working on Skill  
N = Need Improvement  
U = Unsatisfactory

GRADING SCALE  
(2nd – 5th Grade)
A = 90-100  
B = 80-89  
C = 70-79  
D = 60-69  
F = 59 and below

SOCIAL DEVELOPMENT AND WORK HABITS  
(2nd – 5th Grade and Specials)
O = Outstanding – The student’s behavior is exemplary.
S = Satisfactory – The student’s behavior is generally acceptable. Occasionally he/she needs a small amount of correction.
N = Needs Improvement – The student is uncooperative and attitude is unsatisfactory.
U = Unsatisfactory – The student is insubordinate and unwilling to conform to school rules and regulations. The parent is contacted by the teacher.

Honor Roll and Principal’s Honor Roll (3rd - 5th Grade)
OACS will honor academic achievement with quarterly Honor Roll acknowledgment for Third, Fourth, and Fifth grade students. The criteria for receiving these awards are outlined below:

Honor Roll
• receive all As and Bs in academics on their report card

Principal’s Honor Roll
• receive all As in academics
• receive all Os or Ss for Social Development and Work Habits

REPORT CARDS AND INTERIM REPORTS
Report Cards are sent home every nine (9) weeks to provide information about your child’s progress in school, including grades, behavior and attendance. Grades reflect a teacher’s assessment of your child’s classroom performance based upon tests, projects, checklists and classroom observations. Parents are encouraged to check Progress Book on a regular basis. A teacher may indicate on the report card that a conference is needed. Please contact your child’s teacher if you have any questions on your child’s progress in school. Midway through the grading period, progress reports will be available through Progress Book. If needed, a parent or guardian may request more frequent progress updates from the teacher.

STUDENT PROGRESSION
Each student’s progression to the next grade level is based on proficiency in reading, writing, science and mathematics, including specific levels of performance on statewide assessments at selected grade levels. Students who do not meet those performance levels must receive remediation or be retained within an intensive program that is different from the prior year’s program.

The Principal has the responsibility for all final decisions regarding placement, non-promotion and promotion with remediation. Decisions will be based on the instructional needs of the child. State mandated retention policies relating to achievement levels on state standardized testing will be followed.
STANDARDIZED TESTS

OACS complies with all state standardized and mandated testing. All OACS students are required to participate in all state standardized testing.

EXCEPTIONAL STUDENT EDUCATION

We offer exceptional student education services for those students who meet eligibility.

ESE

Our school provides services for exceptional education students in accordance with Individual Education Plans. The program consists of push-in, pull-out, and consultation models. Determination of the model used will be developed through the Individual Education Plan (IEP).

GIFTED PROGRAM

ELIGIBILITY REQUIREMENTS FOR PLACEMENT IN THE GIFTED PROGRAM

Oakland Avenue Charter School is committed to the educational program that recognizes the unique value, needs, and talents of individual students – including students identified as gifted. Gifted students need a qualitatively different educational program that takes into account their unusual abilities and provides them with a greater range of challenges than those offered by the standard curriculum.

In Florida, students are eligible for gifted services if they meet the criteria outlined in Florida Board of Education Rule 6A-6.03019, FAC. A gifted student is one who has superior intellectual development and is capable of high performance. Eligibility criteria include a demonstrated need for the program, a majority of gifted behavioral characteristics as indicated on a standard scale or checklist and superior intellectual development as measured on an individually administered test of intelligence. Gifted Education services provided will be developed and identified in an Education Plan (EP).

INDIVIDUAL EDUCATION PLAN (IEP) OR GIFTED EDUCATION PLAN (EP)

The IEP is:

- Considered the most important document developed for a student with disabilities
- Details exceptional or gifted student education program and related services provided
- Mandated by federal law
- Considered a legally binding document

The IEP/EP team members may include:

- Local education agency (LEA) representative
- Special Education Teacher
- Evaluation Specialist
- Gifted Education Teacher
- General Education Teacher
- Parents/Guardian
- Student, if appropriate
• Other participants that have pertinent knowledge of the child and have been invited by the parent/guardian

The student’s IEP/EP should be accessible to persons responsible for its implementation, including:

• Regular education teacher
• Special/Gifted education teacher
• Related service provider(s)
• Other service provider(s)

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

Our school provides services for English Speakers of Other Languages. This program is a “consult” model for those students who meet eligibility. This means that ESOL instructors work with teachers to ensure use of best practices are in place. This inclusion model ensures that ESOL students will not miss any classroom activities. All ESOL students are placed in a class with a teacher who is certified or is currently working toward ESOL certification. The classroom teacher is responsible for providing ESOL services and comprehensive instruction of academics through the use of ESOL Strategies.

SCHOOL-SPONSORED ACTIVITIES

School-sponsored activities are defined as (1) events organized by a member of the administration or faculty; (2) events approved by the administration but organized by an agency; (3) events published on the school’s yearly calendar; or (4) events that receive the school’s support organizations.

1. School-sponsored activities must comply with the school’s stated educational goals.
2. School-sponsored activities require the attendance of at least one member of the administration or faculty.
3. Students who do not attend Oakland Avenue Charter School may not attend school sponsored activities, except with the explicit permission of a member of the administration.
4. Students absent from school may not attend a school-sponsored event on the same day.
5. The school will provide parents timely information about school-sponsored activities. The administration must approve all written communications to parents concerning such activities.
6. The administration must approve all proposed activities and their dates and determine the number of chaperones necessary.
7. Only school-sponsored activities will receive support from the school (e.g., free copying services, mailings, telephone usage, advertising, and use of supplies).

FIELD TRIP EXPERIENCE

Parent-chaperones must have completed the chaperone form (chaperones must be at least 21 years old) at the beginning of the year and be checked and approved prior to each trip. In addition, parents must receive clearance through the OCPS ADDitions school volunteer screening site. Chaperones must be approved two weeks prior to event. No changes will be permitted within the two weeks prior to the event. Field trip payments are non-refundable regardless of circumstances.
The field trip experience is an outgrowth of curriculum in all grades throughout the school year. Parents or guardians are required to sign school-approved permission slips for all field trips. School insurance and school policy require that all students be taken directly from school to the field trip venue, and afterwards, from the field trip venue directly back to school. **Students will not be dismissed to parents at the field trip venue.** Uniform guidelines will be issued for each field trip. Uniform guidelines will include the required OACS field trip t-shirt (red tie dye with OACS logo). The student must be in the proper uniform to be permitted on the field trip. (See Uniform Requirements)

Parent-chaperones recognize that their roles on the field trips are solely to assist the faculty members in this experience. Faculty members and parent-chaperones will meet before the field trips to ensure appropriate supervision is in place. **Due to the supervisory responsibilities of all chaperones, children/siblings cannot be brought on field trips. Chaperones may not meet family or friends at the destination.**

Please remember that field trips are designed to be an educationally enriching experience for your child. We encourage parents to attend in order to share that experience with your child. It is imperative that as a chaperone you act as a role model and you display appropriate behavior at all times. If the teachers determine that you are not displaying model behavior (excessive use of cell phone, arguing, using inappropriate language, use of tobacco or consumption of alcohol, etc.), you will be asked to disengage from the students for the duration of the field trip. Chaperones requiring this type of intervention will be barred from chaperoning any future trips.

Please note: At Oakland Avenue Charter School, we understand that our family units are diverse, and that sometimes a child may have more than one household. Occasionally a child’s parents from different households may want to chaperone. We cannot choose which parent may attend. We encourage families to work through these issues among themselves. We accept chaperones on a first come first serve basis and/or random selection. Remember, disruption on a field trip for any reason will require the chaperone to disengage from the students and those parents will be barred from chaperoning any future trips.
OAKLAND AVENUE CHARTER – FIELD TRIP BUS RIDER RULES AND AGREEMENT

It is a privilege for students to ride chartered buses. It is the responsibility of both the driver and students to do everything possible to make the ride safe. The right of a student to ride a bus is contingent upon their continuous observance of safety rules, established regulations, and acceptable behavior.

Adherance to OCPS code of conduct including the following rules of conduct are to be observed by students who ride buses:

Classroom behavior and noise level is the acceptable behavior on a bus. The driver is in full charge of the bus and students. The driver and/or staff has the right to assign seats to meet the needs of the majority of passengers. Students are responsible for the area in which they sit. Any damage inflicted to the bus will be paid for by the responsible student's parent(s)/guardian(s).

Students must use only the front door to enter and exit the bus except in an emergency. Tampering with emergency doors, windows or equipment is prohibited. Students must sit in the seats facing forward. Students must not block the aisles or stairwells; these areas are to remain clear in case of emergency. To prevent possible injury, students are not allowed to move around while the bus is in motion.

Harassment, aggressive behavior, bullying, or discriminatory/abusive language or conduct towards the driver or other persons, on or off the bus, is unsafe and prohibited. Possession of weapons such as knives, guns, chains or any other dangerous item(s) including laser pointers that can inflict injury are strictly prohibited and illegal. Throwing, spitting, kicking, or shooting items inside the bus or out the windows is hazardous and prohibited. Smoking or chewing tobacco and possession of alcohol or illegal drugs while on the bus is illegal. Use of flame or spark producing devices, including but not limited to matches, lighters, etc., is prohibited. To prevent injury to students and others, no body part or other object may be extended out a bus window. Students are expected to be absolutely quiet at all railroad crossings to allow the driver full concentration to correct procedures and hazards.

Students who behave inappropriately and do not follow bus rules are subject to discipline up to and including suspension from all bus riding privileges. Misconduct citation forms may be used to ensure proper communication between the parents, students, school personnel and the bus driver. This form must contain the student’s name, school, route number, date, the driver’s name, and a written description of the act of misconduct.

School policy does not allow a student to be removed from a bus en route to or from any point, including during a field trip.

Additionally, all school fees must be current to attend trips. Students not current, will remain at school and not permitted to attend field trip.
ATTENDANCE

With respect to compulsory attendance at school, it shall be the policy of Oakland Avenue Charter School to comply with State and District Attendance Policies. Highlights of OACS Attendance Policy can be found in the Appendix.

Students with ten (10) or more absences in a school year could be subject to retention.

TARDIES/LATE ENTRY

Students must arrive each morning on time. It is imperative that students are in the classroom and prepared at 8:31 a.m. Students not in their classrooms are considered tardy at 8:31 a.m. The student must go to the school office and sign in to receive a pass. No student will be admitted to class unless they have a required pass. A student is absent for the entire day if he or she misses more than one half of the school day. All absences are recorded as unexcused until the student returns and provides documentation concerning the reason for the absence. Every attempt should be made to schedule doctor’s appointments after school hours.

District and State policies state that “five tardies to school will equal one unexcused absence”. We urge that your child(ren) arrive at school between 8:00 and 8:25 so his/her day gets off to a good start. Students who have attended more than half a school day and are released from school prior to the closing of the school day shall be considered an early departure. Early departures are unexcused unless student leaves from the clinic due to illness or brings doctor’s note the next day.

Excused absences include: medical appointments, counseling, legal appointments, funeral of family member or closely related friend, or a family emergency. Unexcused absences include: convenience of parent, personal reasons, family vacations and/or shopping trips.

ABSENT NOTES

On a daily basis, student absences will be recorded as unexcused until an acceptable excuse has been provided by the parent or guardian in writing. Written absence notes should be turned in to the classroom teacher within 48 hours of the student’s return to school. In order to receive credit for a class, legislation requires students be in attendance at least 90% of the days that classes are offered and provide a signed and dated note that indicates the reason for each absence.

EXTENDED ABSENCE DUE TO SERIOUS ILLNESS/BEREAVEMENT

When a student is absent due to a serious illness or death in the immediate family, the absence will be excused. In the case of an extended illness, a doctor’s note must be provided.

PERFECT ATTENDANCE

In order to achieve perfect attendance a student must be present all school days for more than half of the day and have less than five tardies and early departures combined.
HIGHLIGHTS OF OACS ATTENDANCE POLICY

Compulsory Attendance Requirement
Youth between 6 and under 16 must attend school.

Truancy and Habitual Truancy
• Truancy means the student has had at least 5 unexcused absences within a calendar month OR 10 unexcused absences within a 90 day period or a combination of unexcused absences and tardies equivalent to the above number.
• 5 or more unexcused absences within a 90-day period will warrant a warning letter to be sent.

RELIGIOUS ABSENCES
• Rosh Hashanah
• Simchat Torah
• Eid ul-Fitr
• Holy Epiphany
• Yom Kippur
• Passover
• Eid ul-Adha
• Sukkot
• Shavout
• Good Friday

EARLY DEPARTURES
Excused
• Medical appointments
• Counseling
• Legal appointments
• Funeral of a family member or closely related friend (school may request proof)

Unexcused
• Parental convenience
• Personal reasons
• Shopping trips
• Sporting events
• Vacations/travel

Attendance Warning Conference and Attendance Child Study Team Meetings
• If a pattern of non-attendance continues after attendance letters are sent, an Attendance Warning Conference is held to discuss attendance concerns. These meetings can be during a parent-teacher conference or conducted by phone and email communication.
• If a pattern of non-attendance continues after the Attendance Warning Conference was held, an Attendance Child Study Meeting must be held to further address attendance concerns with the parent(s). A reasonable effort will be made to contact the parent. Parents are encouraged to attended scheduled ACST meetings.

Other Relevant Information
• A student is absent for the entire day if he/she misses more than ½ of the school day. All absences are recorded as unexcused until the student returns and provides documents.
• Early departure of any student is prohibited during the last hour of the day except for a TRUE emergency.
• If a child misses more than ten (10) unexcused absences and/or tardies in a semester, the parent/guardian will withdraw from OACS to return to home school.

ATTENDANCE RESOURCES/CONTACT INFORMATION
Donna Bailey, Registrar
dbailey@oaklandfl.org
407-877-2039 x 2501

Melissa Keating, Dean
mkeating@oaklandfl.org
407-877-2039 x 2542
STUDENT RESPONSIBILITIES

It is the responsibility of all students at Oakland Avenue Charter School to conduct themselves as ladies and gentlemen. Students should be governed by application of self-discipline and a sense of individual responsibility. These qualities form the foundation for a happy existence in a democratic community. OACS is a community bound together by trust and respect for one another. Students are to respect the faculty and each other in word and deed. It is expected that students will show concern for others and that problems will be dealt with in a spirit of mutual respect. Each student must accept responsibility for his/her conduct and integrity in all academic work. Students must respect the OACS campus and the property of others. Students are not to litter or deface any school property. We are all responsible for keeping our campus neat and orderly. We expect all students to honor other persons’ space and property. Students may receive consequences for placing hands, feet, and objects on another regardless of malicious intent. In addition, it is expected that the OACS student is responsible in the following ways:

HOMEWORK

Meaningful practice at home is meant to further understanding of a subject. Grade 2-5 students may have daily homework, which may take the form of an assignment, long-term project, test review, organization, or regular review of notes. Students in grades K & 1 will have occasional homework. The amount of time a student needs to do homework varies from day to day, student to student, and subject to subject. The faculty attempts to gear assignments so that only a reasonable amount of time will be required, considering the subject matter and individual student needs and abilities. The school urges each student to plan after-school activities wisely so that adequate time is provided for homework. Careful planning of time will allow for completed homework assignments as well as the development of personal responsibility. Each grade level will develop a classroom homework policy based on these guidelines. This policy can be found on the school website.

PREPARATION FOR CLASS

It is the student’s responsibility to be prepared for class. Students must arrive to each class prepared with assignments, supplies, books.

MAKE-UP WORK

Whenever a child is absent, it is important for the child to have access to the information presented in class. The teacher will collect the work during the day while the child is absent. It will be given to the child upon their return to school. The student will have the number of days absent to turn in missed assignments.

Teachers are not required to prepare work before a known absence such as a family vacation or sports competition. Teachers may choose to send work only if convenient. Any work that is given in advance to the student must be turned in the day the student returns to school in order to receive credit. A student will receive make-up work when he/she returns to school. The student will have the number of days absent to turn in missed assignments.
LATE WORK
Due dates and deadlines are given for a reason. Therefore, late work is NOT encouraged or accepted on a regular basis. For major projects and papers, absences do not excuse late work. The assignments must be delivered to school. A student’s grade may be reduced for late work.

TECHNOLOGY

ELECTRONIC EQUIPMENT
Students are required to turn off cellular phones, tablets, and other smart devices during the school day. These devices must be placed in the students’ backpacks. Students are not allowed to use cellular phones, tablets, electronic games, or other smart devices without specific permission from a teacher and administration.

Other distracters not allowed on campus during school hours are:

- Radios
- Personal radio/CD player/iPods
- Trading/playing cards
- Skateboards/roller blades/scooters (including heelies)
- Action figures, dolls, basketballs, baseballs, footballs etc.
- Smartwatches
- Pokemon Cards
- Fidget Spinners

If any of the above is found in the possession of the student during school hours, the administration/faculty member will confiscate them. Confiscated items will be available in the school office at the parent’s request. When using any electronic device on campus such as computers, tablets, etc., all students must abide by the technology policy listed in the OCPS Code of Conduct.

MEDIA CONSENT POLICY

Unless disapproval is submitted in writing by the student’s parent or guardian, it is assumed that the school has permission to publish the student’s image in the school, local newspaper, on the Internet, or in any other media approved by Oakland Avenue Charter School.

INTERNET USAGE POLICY

Students are responsible for proper behavior on school computer networks just as they are in a classroom. General school rules for behavior and communication apply. The network is provided for students to conduct research and to practice skills/concepts. Access is a privilege not a right. Access entails responsibility; each individual user of the school computer networks is responsible for his/her behavior and communications over those networks. Network storage areas may be reviewed by network personnel and school administrators. This includes reviewing files and communication in order to maintain system integrity and to ensure that the system is being used responsibly. Users
should not expect that files stored on school servers are private. The school has the right to check all computers in order to determine who has accessed sites and what material was viewed. During school hours, teachers will guide the students toward appropriate materials and websites. School staff will act as a guide, but cannot be a full time guarantee.

The following are **not** permitted:

- Sending or displaying offensive messages or pictures. Offensive is anything which is or could be perceived as violent, pornographic or otherwise offensive to a reasonable person
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using others’ passwords
- Trespassing in others’ folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes

**Sanctions**

- Violations may result in a loss of access
- Additional disciplinary action may be determined in line with existing practice regarding any inappropriate language or behavior, in accordance with the policy stated in the student handbook and the Student Code of Conduct
- Students/parents may be responsible for paying for the repair of damaged files, programs, and/or equipment caused by the misuse
- When applicable, law enforcement agencies may be involved

Oakland Avenue Charter School will follow the OCPS Code of Conduct policies regarding students’ inappropriate internet searches and use. This policy is to protect the students. If your student(s) have been found attempting to access a website that falls within the any inappropriate content, he/she will receive **consequences provided in the Code of Conduct which may include suspension and/or loss of internet privileges.**
MEALS PROGRAM

Oakland Avenue Charter School prepares and offers both breakfast and lunch in our school cafeteria. OACS participates in the National School Lunch and School Breakfast Programs which provides free and reduced priced meals for children unable to pay the full price.

In accordance with Federal law, and US Department of Agriculture policy, OACS is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

Students from households who receive food stamps and/or Temporary Aid to Needy Families (TANF) and who have a social security number on file at the school may be eligible for direct certification. Students approved by direct certification are not required to have an application on file.

Application forms are available in the front office. To apply for free or reduced priced meals, parents of students not approved by direct certification must fill out the application and return it to the school as soon as possible.

Children from households with incomes of less than or equal to the income criteria may be eligible for either free or reduced priced meals.

Important: A new application must be filled out at the beginning of each school year in order for meal benefits to continue. Meal benefits begin on the day the application is approved at the Food & Nutrition Services office and continue throughout the school year in which the application is approved, the summer, and approximately the first twenty days of next school year. Any student who does not have a current approved application on file at the school site will be unable to receive meal benefits after the 20 day window.

Do not assume your status is approved. You will receive a letter once the application has been approved or denied. This letter will list your child’s name, whether he/she is eligible for free or reduced lunch benefits and the expiration date. If you have filed an application and do not receive an eligibility letter within 14 days, it is your responsibility to follow up with the school. It is also your responsibility to reapply prior to the status expiration date.

The guidelines for participation in the NSBP and NSLP are very stringent governing items such as portion and nutritional control with specific components required for every meal served. We strive for our meals to be nutritional, tasty, appealing to our students and in appropriate portions. Not every student will like every component we provide, however our program requires that each student purchasing the meal take each component. We cannot offer choices and the student cannot refuse a component.

PARENT MEALS

We encourage parents who choose to eat breakfast or lunch with their child to purchase both their meal and the student’s meal through our service line rather than bringing food from an outside source. The OACS wellness policy discourages fast food which often includes high fat and high sodium meals. When possible, advance notice of the parent’s request to purchase a meal for him/herself will ensure that there will be adequate meals prepared.
STUDENT BREAKFAST AND LUNCH MONEY

All students, except for approved Free Lunch recipients, are required to have funds available in their accounts PRIOR to purchasing breakfast or lunch. To prevent overt identification of those students with a free or reduced-price eligibility, all payments must be submitted in one of the following ways:

1  **Cash, Check or Money Order** – place inside a pre-printed envelope found in the front office. Complete the form on the envelope, seal it and drop into the locked drop box outside the front office doors. Students should not bring money to the cafeteria, office personnel, or teachers. Receipts will be sent home after payments are processed.

* If we receive a check with insufficient funds, a return check fee will be applied at the current bank rate and OACS will no longer accept this form of payment for any future school activity.

2  **Credit Card** – [https://www.myschoolbucks.com](https://www.myschoolbucks.com)

All families must register for MySchoolBucks.com. This website will provide current information regarding your child’s school breakfast/lunch account balance. OACS is not responsible for communication of low balances to parents.

If, for any reason, you are unable to provide for your student, please contact us as soon as possible. Failure to provide a meal for your student or payment for the school lunch program is considered child neglect. Such will result in a social service referral for investigation and review.

*At no time will a student with a status of FREE be denied a meal.

This policy is detailed in the OACS Parent Handbook which can be found on the school website: [http://oaklandfl.gov/236/Parent-Information](http://oaklandfl.gov/236/Parent-Information).
ADDITIONAL ITEMS

PARTY INVITATIONS
Birthday and similar type party invitations MAY NOT be distributed in school unless the entire class is invited. There are NO exceptions to this rule.

RECEIPTS
As part of our audit requirements receipts are to be given for all monies received. If you do not receive a numbered written receipt, please notify the school.

CLASS LISTS
Release of names and addresses of students to any institution, company or person is prohibited.

SALES THROUGH SCHOOLS
Pupils are not to sell anything through the auspices of the public school such as seeds, magazines, tickets to events (which are not school-sponsored) etc. All sponsored events are to be approved by the Principal.

TRANSPORTATION
OACS does not provide bus transportation. Transportation for student field trips and extracurricular activities will be arranged as needed.

USE OF SCHOOL NAME
No pupil or staff of any school shall take part in any publication, entertainment, sport or other enterprise in the name of the school, without the express written approval and supervision of the Principal.

LOST AND FOUND
Everything that is brought or worn to school must be clearly labeled with the student’s first and last names. Anything that is turned into Lost and Found is promptly returned if clearly marked. All unmarked items may be donated to charity if not claimed in a week.
OAKLAND AVENUE CHARTER SCHOOL
PARENT/GUARDIAN CONTRACT

The parent(s)/guardian(s) of ______________________ have read and agree to abide by the following:

(student’s name)

Whereas, the undersigned parent(s)/guardian(s) has made a personal decision to enroll my/our child(ren) at the Oakland Avenue Charter School in order to provide my/our child with a unique educational opportunity;

Whereas, my/our desire and decision to enroll my/our child at the Oakland Avenue Charter School is based upon my/our desire to become an active partner in the education of my/our child; and

Whereas, I recognize that the Oakland Avenue Charter School is a public charter school of choice not entitlement; Now therefore, in consideration of the foregoing;

As a parent/guardian of a student at the Oakland Avenue Charter School, my/our commitment is to abide by the following rules and regulations adopted by the Town Commission:

A. To adhere to all policies and procedures of OACS
B. To recognize and embrace my/our role as having primary responsibility for the education of my/our child.
C. To attend all conferences scheduled with any member of the Oakland Avenue Charter School staff.
D. Each school year, to participate in the Parent/Guardian Volunteer Program including 20 hours for one (1) child and 30 hours for two (2) or more children in a capacity that is sensitive to the needs of the school.
E. To provide transportation to and from school for my/our child. If I am either early drop off or late picking up my/our child I understand that I will be charged for it. If my/our child is continually tardy or picked up late, I understand that for the benefit of my/our child’s education, he/she may be required to attend a school that is more accessible for my/our child.
F. Agree to immediately enroll in before and/or after care services if drop off and/or pick up times are not observed.
G. To purchase uniforms for my/our child and ensure that my/our child abides by the dress code of the Oakland Avenue Charter School.
H. To supply a healthy lunch and a snack, either packed or purchased at the Oakland Avenue Charter School, each day for my/our child. If purchased I agree to pay the established rate.
I. To be responsible for timely payment of fees accrued to my/account at the Oakland Avenue Charter School.
J. Agree to complete use and compliance of OACS established traffic pattern route.
K. To support abidance of the Orange County Public School Code of Student Conduct and all OACS policies.
L. To agree to willingly withdraw my/our child from Oakland Avenue Charter School should my/our child’s behavior at the school yield more than three (3) suspensions or a total of five (5) days suspended. The Principal’s ruling is final on all suspensions in accordance with Orange County Public School Code of Student Conduct.
M. To willingly withdraw my/our child from Oakland Avenue Charter School should my/our child have more than ten (10) unexcused absences and/or unexcused tardies in a semester.
N. Agree to allow and support testing and/or assessments necessary for progress monitoring of child’s learning and/or well-being as deemed necessary by the teacher and/or school including state mandated testing.
O. To agree to keep my/our child out of school when he/she is sick with the flu, fever, lice, or contagious illnesses.
P. To agree to keep my/our child in school for the entire school day, except for medical appointments.

Q. In order to enhance my/our child’s academic growth, I agree to do the following:
   a. To read and use information sent home by the school (paper and/or electronic means) to keep parents informed of the academic topics to be introduced and studied in the classroom. Parents are responsible for signing and returning items that need a response or verification.
   b. To provide a suitable time and place within the home for homework.
   c. To keep up to date on electronic communications, and encourage thirty (30) minutes of reading daily.
   d. To limit television and video games during the week to allow for more time for reading, studying, and family time.
   e. To encourage my/our child to approach his/her academic level with deep commitment and enthusiasm for learning.

R. To return this document to the school. Neglecting to do so would result with your child being withdrawn.

I (we) understand that not fulfilling my/our contractual obligations to the Oakland Avenue Charter School and to my/our child, will result in my/our child being suspended or withdrawn and referred to a traditional public school or private school of the parent’s choice as approved by the Oakland Avenue Charter School Town Commission.

* Parent signature will be required on contract within student form packet.