

Oak Ridge Elementary School Handbook

506 E. Thirteen Mile Road, Royal Oak, MI

248.588.8353 (main office) 248.588.0750 (FAX) www.royaloakschools.com

This handbook is intended to answer questions and provide information that may be helpful to you and your child. Topics are in alphabetical order. Please visit our web site or telephone the school if you have any concerns or questions not addressed in this handbook.

AFTER SCHOOL PROGRAMS

Young Oaks Latchkey is a fee based program and is available for students before and after school. To register your student you must call the Jane Addams Early Childhood Center at (248) 288-3220.

Acorn Kindergarten Enrichment is a fee base program and is available for half-day kindergarten students. Please call the Jane Addams Early Childhood Center at (248) 288-3220.

ARRIVAL & DISMISSAL

1st Bell 8:40 a.m.
School Starts 8:45 a.m.
Lunch begins. 11:51 a.m.
Lunch ends 12:39 p.m.
Dismissal is at 3:45 p.m.

Safety Check phone number is: 248-588-5235 and is available 24 hours. If your child will need a hot lunch when they return, please contact the main office with your correct choice, 248-588-8353.

Oak Ridge has limited parking. We encourage walking or car pooling if possible. There is temporary parking and drop off in the front of the building and long-term parking available in kindergarten lot located on the west side of the building.

It is requested that all adults who are arriving and departing from the school be particularly cautious and mindful of the children and adult pedestrians in the school vicinity at all times. The safety of our entire community depends upon the care and concern of all of us. Please follow these safety precautions in the parking lot and drop off area.

- Drop off area - one lane of "drop off and pick up only."
- Pull all the way forward to the end of the lane before dropping off or picking up children.
- Students should enter and exit on the passenger side of the vehicle only.
- Do not exit your vehicle, thus parking in the "drop off and pick up only" lane.
- DO NOT park in Fire Lanes.

ATTENDANCE

Students should be in their classrooms by the second bell. Any student arriving after the second bell of 8:45 a.m. is tardy. All late students must be signed in at the office before going to class. Tardiness disrupts the classroom and students coming in late miss directions for the day.

BICYCLES, SKATES, SKATEBOARDS

4th and 5th grade students may ride their bikes to school with written parent permission and in observance of established safety guidelines. Written permission must be on file in the main office. The bike must be parked and locked in the bike rack. **Students must wear a helmet. The bike must be walked while on school property.** Bicycles that are ridden to school and left in the bike rack are at the owner's risk. Skateboards, inline skates and scooters are not allowed on school property. All bikes must have locks.

CURRICULUM NIGHT

This fall event provides an opportunity for parents to meet their child's teacher(s) to discuss the goals and objectives of the academic year. Individual conferences are not held on Curriculum Night, nor are children present for this evening. A copy of the Elementary Curriculum for the School District is available in the school office and online at www.royaloakschools.com.

DAILY SCHEDULE

The Oak Ridge Elementary daily bell schedule is:

8:40 a.m. first bell: doors open; students admitted to building
8:45 a.m. second bell:
morning session begins
11:51 a.m. . . . morning session ends; lunch begins
12:39 p.m. . . . afternoon session begins
3:45 p.m. afternoon dismissal

Children should not arrive at school prior to 8:30 a.m. or 12:39 p.m. Your child cannot adequately be supervised before this time.

EARLY DISMISSAL

Please check our web site for scheduled half days and act accordingly.

ELECTRONIC DEVICES

Students may not bring cell phones, pagers, hand held electronic devices or toys to Oak Ridge Elementary School.

LUNCH PROGRAM

The supervised lunch period at Oak Ridge Elementary begins the first full day of school. The classroom teacher takes lunch orders one day in advance. If a child is absent, a lunch choice for the following day must be left on the Safety Check line by 10:00 a.m. If school is only in session a half day, lunches for the next full school day are ordered on the last full day of school. Orders will not be placed if you call lunches in on the ½ day for the next school day.

Students are dismissed for lunch at 12:06 p.m. and are expected to be back in their classrooms for the afternoon school session by 12:54 p.m. Lunch options for Oak Ridge students in grades 1-5 are:

- Bring a sack lunch to school. Milk is available for purchase. Please do not send carbonated beverages or beverages with red food dye (as it stains the tables).
- Purchase a hot lunch (free and reduced lunch applications are sent home with all students in September. Additional applications are available at the school office). Monthly menus are sent home with the Friday notes. The monthly menus indicate the cost of a hot lunch and the price of milk.
- Leave the building with a parent/guardian for lunch. Parent/guardian, you must sign out your child in the office if you will be taking your child out for lunch. If you have made arrangements to take another child and your own child to lunch, a note from the other child's parent must be in the office. **NO CHILD WILL BE ABLE TO LEAVE FOR LUNCH WITH ANOTHER PARENT WITHOUT WRITTEN PERMISSION.**

Students staying at school for lunch must remain at school for the entire lunch period.

STUDENTS LEAVING THE BUILDING FOR LUNCH MUST RETURN TO SCHOOL BY 12:39 p.m.. STUDENTS MUST BE SIGNED IN AND OUT IN THE OFFICE.

Lunch Procedures

The following are rules for the lunch period:

1. Appropriate language is expected at all times.
2. Children must remain in defined areas of the playground and the lunchroom.
3. Food will be handled properly, the eating area cleaned up and trash disposed of properly.
4. Children will avoid causing physical or emotional harm to one another.
5. Children are expected to respond appropriately to directions given by the lunch monitors.
6. Children will enter and exit the cafeteria and the building in a safe and orderly fashion.
7. All equipment that is taken outdoors will be returned to its proper place.

All students are expected to participate in scheduled outdoor recess daily unless a doctor's note is supplied (or indoor recess is called). The doctor's note must specify the length of time that the child may not participate in outdoor recess. Please dress your child for the current weather conditions. Rainy, extremely cold weather or excessively muddy playground conditions may prohibit children from being outdoors for recess. In these circumstances, students will remain indoors for recess.

Discipline

- Inappropriate and/or chronic behavioral incidents during the lunch program will be reported to the principal by the lunchroom monitor. The principal will discuss the report with the child in an attempt to correct the behavior problem.
- If a second report concerning the same type of incident is received, parents will be notified of the behavior problem and possible suspension. The principal will discuss the behavior with the child in a second attempt to correct the problem.
- If a third report of the same type of incident is received, parents will be notified by telephone and in writing of a child's temporary suspension from the program.
- Fighting may result in immediate suspension.
- When behavior is highly disruptive or potentially injurious to self or others, the child may be removed from the lunch program. This would occur after discussion with the child and his/her parent.

The lunch hour is split into two 25-minute segments. One half of the students eat lunch while the others students are outdoors. During days of inclement weather, the students will remain in the building. Games and quiet activities are held in the classrooms instead of going outside. Lunchroom monitors supervise students in the lunchroom and during recess. The students are supervised at all times.

MEDIA CENTER PROCEDURES

All Oak Ridge students visit the Media Center where they check out materials and have access to the computer lab.

Students must use the materials and equipment appropriately or their privileges may be denied. Parents are responsible for any damage their child may cause to any of the Oak Ridge equipment or materials.

MISSION/VISION OF SCHOOL

Establishing a learning partnership of home, school, and community, to promote personal and academic excellence.

The Oak Ridge Community commits to:

Every student's academic achievement, personal development, and social responsibility.

This is our vision and our mission

PARTIES

School Parties

School District Policy limits the number of class parties to two per year.

A “party” is defined as an organized classroom activity involving refreshments, games and/or entertainment. School parties are also limited to the last hour of the day only. More specific information will be available from the classroom teacher.

Party Invitations

Please do not send party invitations to school for distribution.

Birthday Celebrations

Due to student and staff allergies, the Oak Ridge staff has elected to celebrate a child’s birthday by individual recognition. Please do NOT send birthday treats. Each teacher will inform you of the specific classroom birthday practice.

Balloons in School

Due to student and staff allergies and difficulties with the HVAC system, balloons are not allowed in the building.

Food Restrictions

If you volunteer to bring food to a school party or event, please be aware of food allergies and food restrictions that may be present. See the teacher for specific guidelines. Please avoid peanuts and peanut products. All classrooms are NUT-FREE at Oak Ridge Elementary.

PARENT-TEACHER CONFERENCES

The District schedules parent-teacher Conferences three times per year. Conferences may also be arranged with your child’s teacher. Teachers may be contacted by phone, prior to the start of the school day, or by email (last name and first initial @royaloakschools.com). The goal of any conference is the achievement of a better understanding of the child and his/her learning. Parent involvement is crucial to success at school. Scheduled dates for parent-teacher conferences will be announced at the beginning of the school year, in the school calendar, in the school newsletter, on the school web site and the online school calendar (www.royaloakschools.com). Parent/guardians may request additional conferences at any time. Conferences should be informal, pleasant, and constructive.

If further questions remain regarding your child’s progress in school after a meeting with the teacher, conferences may be set up between the principal and/or school support personnel. Contact the school office to make these appointments.

PICTURES

School photos are taken in early fall by a professional school photographer. Information is sent home regarding packages and pricing shortly after the school year begins. School yearbooks are often part of one of the paid photo packages. Please check for this information as it comes home. Spring photo packages are also available. These packages are offered as a convenience to families.

Teachers and parent volunteers often take photographs of the children for classroom projects, special school activities or field trip outings. Other photographs may be taken of children at Oak Ridge by photographers who may be at the school for a special event to be publicized. Please inform the teacher if you do **not** wish for your child to be photographed for any reason.

PLAYGROUND PROCEDURES

All students are supervised while on the playground. Students must behave in a safe and appropriate manner while at recess. Students will be respectful to any staff member supervising them. Oak Ridge does not allow hard balls or footballs due to safety reasons.

SAFETY PATROL/ SAFETY SQUAD

Safety patrol members help children cross the street at designated points surrounding the school. It is important that all children follow the directions of the safety patrol. Parents/guardians can help by constantly reminding their children to follow good pedestrian safety rules. If a problem develops because of a safety patrol member, please contact the school.

The safety patrol schedule is as follows:

Morning 8:30 – 8:45
Afternoon 3:45 – 4:00

Fifth grade students are eligible to become safety patrol members. AAA and the Oak Ridge Elementary PTA sponsor this program. Fourth grade students are eligible to become service squad members. These students assist with routine classroom procedures under the supervision of a classroom teacher. An Oak Ridge staff member coordinates and supervises safety patrol and service squad volunteers.

Fifth grade students who are members of the safety patrol are provided a safety belt and fourth grade service squad student are provided a badge to wear as identification. All safety patrol and service squad students are required to wear their belts or badges while “on-duty.”

VISITORS TO THE SCHOOL

Parent/Guardian Volunteers and Visitors

Oak Ridge is fortunate to have many volunteers and visitors to our school. We welcome our many volunteers and visitors. All visitors to the building must sign in with the main office and be provided with visitor’s pass, which is to be displayed at all times while in the building. All visitors must enter and exit the building front doors. Visitors are generally not allowed in classrooms during instructional time. Students will not be released to minors under the age of 18.

Please contact the PTA Volunteer Coordinator for information about volunteering opportunities at Oak Ridge. You may also contact your child’s teacher for information. Royal Oak School District Policy states appreciation for school volunteers, but does expect that all volunteers working within the school are here to support the educational environment.

Student Visitors

Students from other schools are **not** allowed to visit Oak Ridge Elementary during the school day.

WEB SITE

You may view the Oak Ridge web site at any time at www.royaloakschools.com. Once there, go to the “schools” tab, choose “elementary schools” and then select Oak Ridge.