# WILLIAM A. OBERLE, JR.

**500 CALEDONIA WAY**

**Newark, DE 19701**

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| **William A. Oberle, Jr. Elementary School’s:** |
| ***MISSION*****Developing Leaders: One Child at a Time** | ***VISION*****Developing Leaders: Today and Tomorrow** |

PARENT/STUDENT HANDBOOK 2019-2020

This Handbook Belongs To:

Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room:\_\_\_\_\_\_\_\_

**SCHOOL HOURS**

**9:00 A.M.-3:40 P.M.**

**SCHOOL OFFICE HOURS**

**8:30 A.M.-4:00 P.M.**

***Christina School District Student Manual***

*This school publication is designed to provide practical information for parents and students about your child’s school. The content in this handbook is in no way intended to supersede or to amend Christina School District policy including but not limited to the Christina School District Student Manual. Parents/Guardians may obtain the Christina School District Student Manual in English or Spanish from their child’s school office, or from the Christina School District website at* [*www.christinak12.org*](https://webmail.christina.k12.de.us/owa/redir.aspx?C=k_y9wEUsXkO9Fc4PjdsOc1n76lfwbNEIszbDCqRixnGjuJtXGD9ESNqjkxdRsIm4pzKjJRuIOKM.&URL=http%3a%2f%2fwww.christinak12.org)*.*

*Questions about the discipline policies of the Christina School District may be directed to Mr. Ed Mayfield, Assistant to the Superintendent, 302-552-2601. Questions about its contents should be directed to the school Assistant Principal. Thank you for working in partnership with your child’s school and the Christina School District to ensure safe, secure learning environments for all students.*

# *OBERLE TELEPHONE NUMBERS*

Main Office 834-5910 Nurse 834-5910 Ext. 12563

Counselor 834-5910 Ext.43159 Cafeteria 834-5910 Ext. 43139

Redirection 834-5910 Ext.43162 Special Services 834-5910 Ext. 43160

***CHRISTINA SCHOOL DISTRICT TELEPHONE NUMBERS***

Christina Transportation 454-2281 Christina District Office 552-2600

# ARRIVAL/DISMISSAL PROCEDURES

The instructional day begins at 9:00 a.m. and ends at 3:40 p.m. Students are to arrive at 8:45 a.m. promptly each morning. **Supervision is not provided for students on campus before 8:45 a.m.**

Students are to go directly to their classroom at **8:45 a.m.** Any student who is not in his/her classroom will be marked tardy. Any student arriving after **9:00 a.m.** is considered late/tardy. Children who are tardy **Must Be Signed In By A Parent/Guardian.** The only exception to this is students who are riding a bus that arrives late to school.

Students arriving 11:30am or later will be marked a full day absent.

At the beginning of the school year, please discuss with your child’s teacher how you expect him to get home. If there is a change in your standard routine, please send in or fax a dated note to your child’s teacher. **Telephone calls will not be accepted. If their teacher does not receive a dated note or the main office a dated fax, the child will be sent home the regular way.** At no time are students permitted to ride a bus from or to home other than their assigned bus.

**ATTENDANCE/TARDY**

Children are required by law to attend school 180 days. By law, parents/guardians are required to provide, **within 3 school days** **of their return to school,** a written explanation of each absence. Notes not received within three (3) days will cause an absence to be considered unexcused. **Notes from parents/guardians are to contain; (a) date written, (b) dates of absence, (c) reason for absence, (d) home or work phone number, and (e) parent signature.** The only legally excused absences are for student:

* Health Reasons Such As Illness
* Doctor Appointments And Illness
* Death of Relatives

Phone calls to the school are appreciated; however, they do not replace the requirement of a written excuse upon returning to school. All absences require make-up work to be completed.

In accordance with the Wagner Law students missing **10% of the school year** may be retained in that grade. Computer generated letters are mailed out for student showing **five (5) or more unexcused absences.**  Please call the main office and speak with the secretary should you receive the letter.

Students arriving at school **after 9:00 a.m.** will report to the **Main Office With An Adult** to receive a tardy admission slip. Children who are tardy ***Must Be Signed in By A Parent/Guardian.***

**BUS STUDENTS**

**454-2281**

Bus transportation is provided for students in designated areas. A copy of the rules/expectations for bus students is mailed to the home of each rider. Bus students will begin dismissing at ***3:35 p.m***. to board the buses to go home. The buses load and unload in the front of Oberle Elementary. Students who usually ride a school bus must bring a note from their parent to their teacher if they are to go home by some other means. Unless the teacher receives said note the child will ride the bus home as usual.

If your child’s bus is unusually late arriving home; **Please Call 454-2281**. There is someone there until all buses have arrived from their runs.

Students **are not permitted** to ride any other bus home than their assigned one. If your day care arrangements or address change, then **you** will need to come into the main office and make these changes with the secretary.

**RIDING THE SCHOOL BUS IS A PRIVILEGE**

Improper conduct on the buses will result in administrative consequences as delineated by the CSD Student Manual. In addition, it may also result in that privilege being denied. We want to ensure the safety of your child, the other children riding the bus, the driver and all the other drivers and pedestrians.

**DISMISSAL Of:**

**Car Riders/Day Care/Walkers**

Due to the number of students exiting the building at the end of the day parents/guardians of students being picked up are to:

1. Line up at the **Back of the School**.
2. Have your **Current Driver’s License** with you each time you come to pick up your child. The regular staff member for sign out may be absent and the substitute will ask you for it prior to releasing your child to you.
3. Doors Open at ***3:35pm***

We will not interrupt dismissal or get students off the bus or out of their class line.

**If after more than three (3) times a student is not picked up by 4:00 p.m., a letter will be mailed home and then referred to CSD Offices.** If late pick-ups persist, a second letter will be mailed home and provided to the Student Services Office.

**A CURRENT PHOTO I.D. WILL BE REQUIRED TO SIGN A STUDENT OUT OF SCHOOL.**

Students who need to leave the campus during the school day for dental, doctor, or other appointments will be checked out by the parent/guardian in the Main Office. For the safety of our children, no student is to be removed from class or their class line.

**DRESS CODE**

Children are expected to dress in an appropriate and tasteful manner. We would like to remind our students and their families of Oberle’s Dress Code. In addition, though, at times, it may be warm outside the school is completely air-conditioned and children are expected to dress in an appropriate and tasteful manner. Following are a few reminders of **inappropriate** items:

* Flip Flops on Physical Education day or for Recess-These are Unsafe and Students will not be Permitted to Participate in Activities
* Shorty Shorts/Biker/Lycra Shorts
* Dresses/Shorts/Shirts that are no Shorter than an Arm’s Length
* Any Clothes with Holes or are Ripped/Torn
* Any Shirt/Blouse/Top Showing the Midriff/Half Shirts
* White Tees/T-Shirts
* Any Writings/Messages that Encourage the Use of Drugs/Alcohol or Promote Violent/ Illegal/Anti-Social Behavior
* Obscene/Profane/Offense/Sexually/Suggestive/Vul-gar/Demeaning Messages/Writing on Clothing
* Groups of Children who Display Symbols/ Colors Denoting Gang-Like Affiliations

**DROP OFF PROCEDURE**

Be reminded that the safety of all of our children is important to us, **to ensure their safety at all times, during arrival and dismissal, entering the bus parking lot is not permitted.** When you are driving your child to school, please be aware of our traffic pattern and procedures.

* Drop off begins at **8:45 a.m**.
* Use the Visitors Entrance and follow the directions of the duty staff to the ***BACK of the SCHOOL***.
* All children exiting vehicles will be directed to the back of the school
* Have your child sitting on the passenger side
* Pull along the curb to drop off your child
* Do Not get out of your car
* Drop off your child only where there is adult supervision
* Have all items ready before entering drop off area
* Once your child is safely on the sidewalk, please pull off
* Park in a Visitors Space if you are entering the school or are not ready to drop your child off.

**EARLY DISMISSAL/PARENT PICK-UP**

In order to leave school during the school day, a student must bring a dated note to the teacher requesting an early dismissal and must be **checked out before 3:15 p.m. in the Main Office.** The note should include:

1. Current Date
2. Reason for early dismissal
3. Name of person authorized to sign student out *(****They must be on your authorized list and present photo identification.)***

**District policy states that a telephone call is not permitted.**

***Any Requests After 3:15 p.m.*** Students will be directed to the Cafeteria at 3:35 p.m.

To promote the health, safety and welfare of all members of the Oberle Educational Community we would like to remind you of a few of our ***Student Safety Policies***:

* **No Telephone Calls** for Early Dismissal or Parent Pick-Up will be accepted.
* ***Emails and Faxes*** are welcomed.

**LEADER IN ME**

In an effort to provide our students with supports in their personal and educational development, Oberle is beginning the school-wide transformation model and process that Leader in Me provides. You will be receiving many communications and information throughout the year surrounding this process at Oberle. Highlights of Leader in Me are:

* Empowers students with the leadership and life skills they need to thrive in the 21st century.
* Starts from a powerful premise—every child possesses unique strengths and has the ability to be a leader—, which shapes the views of staff to value, and develop the whole child.
* The process integrates leadership development into existing programs, curricula and traditions and serves as a foundational operating system for the school, improving relationships, transforming culture, and highly motivating staff and students.
* The process also includes student participation in goal setting, data tracking, leadership roles, Student-Led Conferences, leadership environments, and Leadership Events.
* The 7 Habits of Highly Effective People is also a key component of the overall Leader in Me process.
* The 7 Habits are: 1. Be Proactive, 2. Begin with the End in Mind, 3. Put First Things First, 4. Think Win-win, 5. See First to Understand and then to be Understood, 6. Synergize and 7. Sharpen the Saw.
* The Leader in Me differs from other whole-school transformation processes in that it offers a holistic, school-wide experience for staff, students, and parents, and creates a common language and culture within the school.
* The leadership principles and lessons are not taught as a curriculum, but instead are incorporated into coursework, traditions, systems, and culture.

For more information about The Leader in Me, visit[**www.theleaderinme.org**](http://www.theleaderinme.org/undefined/)**.”**

**MAKE-UP WO**R**K**

Students are required to make up work missed due to **Legal Absences Or Early Dismissals.** Students will be given a reasonable length of time to make up work; 3 days after their return to school. Students are responsible for contacting teachers for make-up work. Parents are encouraged to request assignments if they know that their child will be out for an extended length of time. The assignments will be due on the day that they return to school. **A 24-hour notice for requested work packet is required.** The teacher will not be able to repeat in-class demonstrations, lectures, and instruction. Tests will be made-up at the teacher’s discretion

**LOST AND FOUND**

All articles that are found should be taken to the Main Office; they will be placed in a container adjacent to the gym. Students are encouraged to label all personal items for easy identification. Unclaimed items are periodically donated to charity. At the end of each marking period and at the end of the school year, all unclaimed items will be donated.

**LUNCH AND BREAKFAST**

 **834-5910 Ext.43139**

We have an excellent lunch and breakfast program. Hot balanced meals, including milk will be served at no cost to Oberle students. Extra milk, juice, and a la carte items may be purchased for an additional fee. A price list is available through the cafeteria. Students may also prepay their meals in the cafeteria.

Some students bring their own lunches. If the student brings a thermos with his/her lunch, please make sure the thermos is non-breakable. **No bottled or carbonated drinks are allowed.**

**NURSE’S OFFICE**

**834-5910 EXT. 12563**

The Nurse’s office is staffed with a full time nurse. The nurse will give children what medical attention is allowable under county health policies; however, if a child has a high temperature or is clearly ill, the parent/guardian will be contacted to take the child home. A sick child should not be left in the nurse’s office more than thirty (30) minutes. A Medical Emergency card should be on file for each student to list other adults who are authorized by the parent/guardian including the following information:

1. ***MEDICINE MUST BE IN THE ORIGINAL CONTAINER*** whether it is prescription or over the counter.
2. **Medication Name**
3. **Child’s Legal Name**
4. **Dosage Amount**
5. **Time** it is to be **Administered**
6. The **Purpose** of the **Medication**

**ALL MEDICATION, INCLUDING COUGH DROPS, ASPRIN, ETC. MUST BE TAKEN TO THE NURSE WHEN A STUDENT ARRIVES ON CAMPUS.**

At the end of the school year the Nurse will be sending home communication about the procedure for picking up medications remaining in the Health Office. Please contact the Nurse if you have any questions/concerns.

**PARENT INVOLVEMENT**

It would be extremely difficult for our school to operate without its devoted and dedicated volunteers who work so diligently assisting in the classroom and at home. Our mentor coordinator organizes parent volunteers. We are pleased about the opportunity to work with you.

**PARENT-TEACHER ASSOCIATION (PTA)**

The PTA meets monthly and everyone interested is invited to attend. This is a very worthwhile organization as every dollar put into the program goes directly to the school and consequently to the students. Joining the PTA does not require participation in PTA activities. All parents, guardians, grandparents, etc. are encouraged to join.

**PARENT-TEACHER CONFERENCES**

A very important part of our reporting system is the parent-teacher conference. The teachers will schedule a minimum of one conference during the school year. In addition to this conference, the parents/guardians may request additional conferences by contacting the teacher and setting up an appointment. Once a conference is scheduled, **BE SURE** to let the teacher know if you cannot attend. ***Dates for Conferences*** are listed in the attached **2017-2018** Calendar.

**PERSONAL DATA/INFORMATION**

Please notify the Main Office immediately if you have changed your address, home, work, or emergency numbers. The school records need to be kept up-to-date. All communications are linked to your current information. In case of an emergency, we **MUST** have a current phone number through which you may be contacted. A note or phone call will enable us to update our records.

**PETS**

Pets are not to be on school grounds. Please keep your pets at home.

**PHYSICAL EDUCATION EXCUSES**

Students who, because of illness or injury, are temporarily unable to participate in physical education activities need to present a note each time from their parent to the physical education teacher explaining the problem. Students are required to attend classes to observe the lessons when unable to participate. Students who need to be excused from physical education activities for a week or more need to provide a doctor’s excuse to the physical education teacher.

For your child’s safety and that of their peers, students must wear sneakers in order to participate in physical education classes.

**POSITIVE BEHAVIOR INSTRUCTIONAL SUPPORT AND STUDENT CONDUCT**

Positive Behavior Instructional Support (PBIS) is a school-wide behavior management system that establishes clear and consistent rules and procedures throughout our school. The program involves all three important groups in a student’s life: the student, parents, and staff. The PBS committee developed a program to assist students in understanding acceptable behavior in a number of settings. It gives the student a support system to assist him/her in understanding and following the established behavioral expectations.

**TITLE I**

**William A. Oberle, Jr. is a Title I School.** As a parent of a student at William A. Oberle, Jr. Elementary School, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child’s classroom teachers and requires us to give you this informa-tion in a timely manner, if you ask for it. Specifically, you have the right to ask for the following information about each of your child’s classroom teachers.

**PARENTS TITLE I RIGHTS TO KNOW**

1. Whether the teacher has met all Delaware licensing and certification requirements for the grades and subjects he/she teaches.
2. Whether the teacher is teaching under an emergency or other provisional certificate because of special circumstances.
3. The teacher’s major, whether the teacher has any advanced degrees and, if so, the subject of the degrees.
4. Whether any paraprofessionals provide services to your child and, if they do, their qualifications.

**YOU MAY ALSO**

* Schedule regular meetings with your child/children’s teachers or school administrators.
* Obtain information on the level of achievement of your children each state academic assessment.
* File a complaint to the State of Delaware Department of Education (DDOE) if you believe we are violating Federal laws or regulations.

**TITLE I REGULATIONS**

**2019-2020**

As a Title I School, Federal Requirements state that you are to be provided access to the Federal Regulations.  You may find the documents at the following website:

[**http://regulations.delaware.gov/AdminCode/title14/200/258.pdf**](http://regulations.delaware.gov/AdminCode/title14/200/258.pdf)

**TRESPASS POLICY**

The safety of our children at our school is a priority. The unauthorized presence (visitation without permission) on any Christina School District campus during the school hours is a breach of the Christina School District Student Manual. Students or adults on campus without prior clearance may be referred to the State Police office for appropriate action. This policy will be enforced so that we may ensure the safety of our students. If you come to school please check in at the Main Office.

**VISTORS**

Visitors are welcome at Oberle. All visitors must use the main entrance and register in the main office. Visiting classrooms will necessitate you contacting the teacher to set up a mutually agreeable time. If you need to conference with your child’s teacher, you must schedule a time when they are not with students in the classroom so as not to disrupt students’ learning time. Please contact the teacher directly for this. **All** visitors in the building **Must**

**Display** an appropriate visitors badge at all times for the safety of our children.

**VOLUNTEERS/**

**HOMEROOM PARENT**

An important volunteer figure at our school is the homeroom parent. This volunteer usually coordinates the activities of other classroom parent volunteers. Homeroom parents organize annual events and solicit volunteers to assist in parties, chaperone for field trips, and provide other services for the students and teachers.We welcome classroom/school volunteers at Oberle.

**WEATHER CONTINGENCY PLAN**

The decision to open or close schools is made by the Christina School District Offices, not Oberle Elementary School Staff. It is imperative that in case school is closed early that you have a plan in place that you have reviewed with your child/children.

Having the plan in place is also important if your child’s daycare closes early.

Calling the school to receive information about school closings or if school is open inhibits our ability to continue with the educational process. In addition, the school receives this information well after the news outlets and websites are updated. To receive the most up to date information you should:

* Sign up for State of Delaware and Christina School District Alerts.
* Be Active with your child/children’s teacher on Class DoJo
* Tune to one of the following ***FM Radio Stations***:
1. WSTW 93.7
2. WJBR 99.5

**WITHDRAWAL**

To ensure and efficient experience Parents must notify the Main Office **IMMEDIATELY** when a student is to be withdrawn from our school. Textbooks and library books need to be returned to school prior to withdrawal. Your notification to the Main Office that your child will be withdrawing will enable us to complete his/her school records and provide you with necessary documentation for his/her next school.

