



2025-2026
Parent/Student Handbook



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Cape Coral, FL 33914
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Our Vision:

“Four Schools, One Vision”

We believe that everyone can succeed in a safe and nurturing learning environment through positive partnerships between parents, school, and the community.

Our Mission:

Our mission is to create a K-12 system that strives to empower students to be independent, responsible life-long learners who value personal integrity, academic achievement, and have a global impact.

This edition of the handbook voids and nullifies any other older versions.

School Hours

Classes:	8:30 a.m. - 3:30 p.m.
Office Hours:	8:00 a.m. - 4:00 p.m.
8:00 a.m.	Breakfast begins in cafeteria and students may enter building
8:30 a.m.	School day begins
3:30 p.m.	Bus departure
3:30 p.m.	Car line dismissal begins

Arrival/Dismissal Procedures

Students should not be on campus prior to 8:00 a.m. Students transported by car must be dropped off in the back of the school between 8:00 and 8:30 a.m. Students who arrive after 8:30 a.m. will be marked “tardy.”

For student safety, please do not use the bus ramp (front of building) or staff parking lot for unloading or picking up students.

The City of Cape Coral Charter School Authority is not responsible to provide supervision for students on the premises before 8:00 a.m. or after 4:00 p.m.

AM Drop Off Procedure

Drop Off Time: 8:00-8:30 a.m. Please do not line up until 7:50 a.m. Lining up earlier interferes with the middle school car line.

- **Do not drop children off in the front parking area and have them walk through parked cars and traffic or in the bus ramp. ALL FAMILIES ARE REQUIRED TO USE THE BACK CAR LINE IN THE MORNING.**
- Enter through the Oasis High School entrance. Go behind Oasis High School and the Gym. Stay to the right at the grass divide and proceed in two lanes to the airnasium/play area. Pull to the farthest cones. Children should exit and walk behind the cones to the airnasium and follow the sidewalk to the main building.

- Parents are not permitted to walk their children to class. Teachers are completing preparations for instruction during this time. If you need to speak with a teacher, please contact the teacher to make an appointment.

PM Pick Up Procedure

Pick Up Time: Please do not begin lining up until 3:00 p.m.—lining up earlier interferes with the middle school dismissal.

- Kindergarten and First Grade (and their 2-5 siblings): Enter Oasis High School entrance, same as in the morning, behind the High School Gym. Stay in the left lane in a single file. At grass divide, turn left, and proceed to the side of the High School. Stop at the corner of the Middle School until instructed to pull up in a double line, pick up, and merge at turn.
- **Right turns only onto Oasis Blvd.**
- Second through Fifth Grades: Enter the High School entrance, same as in the morning. When you get to the back of the High School, stay in the right-hand lane. Students will load from the airnasium area. When you get behind the Middle School, begin to form two lanes. Stay at the designated area until called to advance and stay in two lines, until you reach the stop sign. Merge with the front car line in the front of the school. Please be courteous. **Right turns only onto Oasis Blvd.**
- **Limos, party buses, etc. are not permitted on campus.**

Walkers Procedure

PARENTS MUST MAKE A REQUEST USING THE GOOGLE FORM PROVIDED AT OPEN HOUSE OR FROM THE FRONT OFFICE TO BE APPROVED TO BE A WALKER.

Walkers must live **within a 1.5-mile radius** of the school, based on your address in Focus, to be considered a walker. **In order to be a walker, you must receive approval from the principal.** This is for your child's safety. Once the child is on the list to be a walker, the child will be escorted by a staff member to the gate. On rainy days we will allow the children to stay in the front office until the rain stops.

Bicycle Safety Rules

Bike riders must obey all traffic laws and signs when riding on roads. Bike riders must:

- Wear a helmet.
- Ride single file with traffic.
- Use hand signals when stopping or turning.
- Ride as close to the right-hand curb as safety permits.

There is a designated area for bicycles to be parked at school. This area is open in the morning before the start of school and locked during the school day. Each child should bring a lock to secure the bicycle in the bike rack area. You are responsible for the safety and security of your bicycle. Do not ride your bike in the breezeway.

*Skateboards, scooters, roller blades, and hoverboards are not permitted on school grounds at any time.

Bus Information

To be eligible to receive transportation, you **MUST** fill out a **TRANSPORTATION REQUEST FORM** found on our website. Transportation forms must be submitted prior to the deadline set by transportation to receive bus transportation for the first day of school. Families submitting Transportation Request Forms after the deadline will not be assigned to a bus until approximately the end of September. After September, routing requests can take approximately one week to process.

Riding other buses for the purpose of going home with friends, going to non-school meetings, clubs, and other personal conveniences will **NOT** be approved. Parents must ask the principal for permission for a student to ride a bus other than the one assigned or to get off at a stop other than the one assigned only in cases of emergency.

You will be assigned one bus stop for your child/children. It is your responsibility to be at the bus stop on time. You should arrive 10 minutes prior to your scheduled pick-up time.

Bus Procedures

Bus riders will be dropped off and picked up in the front, along the canopy. We will hold cars until the buses are loaded and departed in the afternoon.

Bus Safety

Riding the school bus is a privilege and students are expected to follow all safety rules and directions of the bus driver. Violation of bus safety rules is considered a serious offense and will be reported to the school administration. Please refer to your copy of the Code of Conduct for a list of behavior expectations for the students to follow. It is the responsibility of parents to monitor student safety at the bus stops before the arrival of the bus and during drop-off/unloading each afternoon.

Bus safety rules:

- Stay seated in your assigned seat with your seatbelt on and facing forward.
- Follow all bus driver rules and directions.

- Keep hands and feet inside the bus.
- Respect others and others' property.
- Be kind to everyone on the bus.
- Use of personal electronic devices is allowed with personal earbuds/headphones only. Students are not permitted to use an electronic device or camera to record activities on a school bus.

Discipline for violation of bus safety rules is as follows:

1st offense:	Warning
2nd offense:	1-3-day suspension from bus
3rd offense:	3-5-day suspension from bus
4th offense:	Loss of bus riding privileges*

*Any incident that is determined to be severe by school administration may be considered as a 4th offense regardless of whether there have been prior offenses.

Change of Dismissal Procedures

If a student needs to be picked up from the front office prior to dismissal time, they must be picked up before 2:45 p.m. No dismissals will be made after this time. If there is a change in the way your child will be sent home, the office must be notified prior to 2:00 p.m. Parents will not be permitted to sign children out early as a convenience to avoid car-line procedures.

Please note, three (3) early sign outs will equal one (1) day of absence.

Please complete the following form: <https://forms.gle/Q26JJroFXPHzvWup9>

Children Leaving During School Hours

Students may not leave during the school day without permission. When parents come to school to pick up their child before the school day is over, they must bring proper ID and report to the front office. Classes will not be interrupted for parents who wish to speak to a child on the phone.

Parents who want to pick up their child, instead of letting him/her go home on the bus, MUST go through the carline. If you do not have a car tag for your vehicle, you may purchase one for \$1.00 on www.myschoolbucks.com and pick it up from the front office prior to the carline. Leaving school early should only be done on a very limited basis. Leaving early is a disruption to your child's learning and the classroom.

If lightning is in the area during our dismissal process, the procedure will be changed. A School Messenger notice will be sent out notifying parents of the procedure to pick up your student.

ATTENDANCE POLICY

Every student is expected to be on time and present each day school is open during the school year. Regular attendance is essential if a student is to make use of the educational opportunities the school offers. Parents are solely responsible for their children's regular school attendance.

Notification of an absence:

The parent/legal guardian of the student must report absences to the school the day the student is absent and provide a reason for the absence.

Report absences using this form: <https://forms.gle/XeS87gU2zTEJayrT6>

**** Students who miss school for three (3) consecutive school days will need to provide a note from a doctor to continue to excuse absences.**

Only the school principal is authorized to excuse an absence.

EXCUSED ABSENCES

1. Illness of student
2. Illness of an immediate family member
3. Death in the immediate family
4. Religious holidays of the student's own faith
5. Required court appearance or subpoena
6. Scheduled medical or dental appointment
7. Students having, or suspected of having, a communicable disease which can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard. Refer to the most current illness policy - <https://www.leeschools.net/common/pages/DisplayFile.aspx?itemId=32660134>

UNEXCUSED ABSENCES

1. Absences not excused as defined in the previous section, are considered unexcused.
2. Reported absences that do not include a reason for the absence.

Excessive unexcused absences:

When a student accumulates an excessive number of absences (5 days in a calendar month or 10 days within 90 calendar days) the school social worker will intervene by means of phone calls, letters, and scheduled meetings with parents.

Other absences:

A student may not participate in any school activity if they are absent, excused or unexcused, from school.

Any student who is not in attendance at school due to an out-of-school suspension is prohibited from being on any school district property during the time of the suspension, for any reason. This includes after-school activities and all athletic events. If suspended students are seen on campus, they shall be reported to law enforcement officers.

Tardy to school or to class:

A student is considered tardy to school or tardy to class when they are not in their assigned classroom when the bell rings. Students will be marked tardy if not in class on time. **STUDENTS MUST BE ON TIME TO SCHOOL.**

Make up Work

Make-up work for credit and grade is allowed for all excused absences. Immediately upon return to school, the student will be given the number of days absent plus one additional day to make up for all work missed.

Birthday Celebrations and Snacks

Due to Health and Safety guidelines, students are only permitted to bring in store bought treats to distribute in the classroom at the time specified by the teacher.

Please always check with the teacher regarding children with food allergies. It is our goal to have a healthier, happier Oasis and encourage good eating habits. The teacher will approve and give information regarding appropriate snacks.

Oasis Elementary South designates some classrooms as an Allergen Controlled Zone. Please be sure you understand all policies and regulations for these classrooms regarding snacks, treats, and lunches. The allergen policy is available upon request.

Breakfast/Lunch Program Information

Monthly menus will be emailed to you from your child's teacher. You can also view the menu on our website. We are part of the National Free/Reduced Lunch Program. If you think you qualify, you must fill out required confidential paperwork.

Lunch accounts may be replenished at www.myschoolbucks.com

If writing a check, please make checks payable to **Cape Coral Charter School Authority**.

Prices: (Subject to change) Breakfast Price Daily - \$2.25 Lunch Price Daily - \$3.50
Extra milk - \$0.75

Students must have a doctor's prescription to have alternative selections. The nutritional values of our lunches are available for review upon request.

It is our cafeteria's mission to provide a healthy meal to all students at lunchtime. If a student's balance is below the necessary amount to purchase a lunch, they could be given one of two choices: turkey sandwich or ham and cheese sandwich. Written notice will be sent when a student's account has no funds.

Change of Address and Phone Number

Parents must inform the office in writing if there is a change of address or telephone number to facilitate mailing and communications between school and home. Up-to-date telephone numbers, emails and addresses are necessary in case of an emergency.

Every student should have an Emergency Card with current information on file in the office. If you have court documents pertaining to custody issues, please be sure our office has a copy.

Class Changes

Class changes are not permitted at Oasis Charter Elementary South unless the principal has determined that all other avenues to resolve an issue have been exhausted.

Teacher requests are not accepted from parents.

Clinic

Our school clinic is a comfortable spot for a sick child until he/she recovers or is taken home. It is operated by a clinic assistant and overseen by a registered nurse with clinical experience in the pediatric field. The staff relies on information from parents to keep the files updated. AN EMERGENCY INFORMATION CARD MUST BE COMPLETED AND UP-TO-DATE ON EVERY CHILD. These updates must be made in writing. For a child's safety, the school should always know how to contact parents or designated emergency contacts in case of a child's illness or other emergency.

When A Child is Ill or Injured

- If your child is ill, before returning to school the child must be:
- Fever free, for the time period defined by the most updated Illness Policy.

- Vomit and/or diarrhea free for the time period defined by the most updated Illness Policy.
- Nit and lice free and cleared by the school nurse in cases of head lice.
- Contagious skin rashes must be covered for school attendance. These include MRSA, ringworm, impetigo, warts and Molluscum contagiosum.
- Suspicious rashes may require a physician's note before returning to school.

If your child has been diagnosed with a contagious illness, please notify the school so we can track any potential spreading within the student population. (i.e. ringworm, impetigo, head lice, pinkeye, etc.)

If your child has an injury, before returning to school, the student must:

- Provide a note from a licensed physician to the school indicating the child is wearing a cast or brace/splint.
- Provide a note from a licensed physician to the school indicating the child needs to use crutches, a wheelchair or another assistive device.
- Provide a note from a licensed physician indicating the elevator is necessary.
- Provide a note from a licensed physician allowing permission in physical activity.
- Provide a note from a licensed physician indicating any other accommodations needed (i.e. assistance with writing, no lifting, special shoes, etc.)

Medication in School

Medication should be given by the parents and taken at home, if possible. Medication may be taken at school only if failure to take it could jeopardize the student's health. The medication must be in its original container from the pharmacist, clearly labeled with the patient's information, and unopened if it is an over-the-counter medicine such as ibuprofen, acetaminophen, etc. All medications must be kept in the clinic and taken under the supervision of school personnel. The parent and attending physician must provide written permission on Form MIS 401 supplied by the school. No over-the-counter medicine such as ibuprofen, acetaminophen, cough drops, anti-itch cream, etc. will be given without the physician completing the MIS 401 form. Medications may not be brought to school in backpacks or used in classrooms by students.

The school, by law, cannot provide medications for students; nor can medication be sent to school or home with a student. A parent or guardian must bring any necessary medication to the clinic with completed forms and written instructions.

*If your child is going on a field trip, please notify the school/teacher/clinic two weeks prior to the trip to review medical needs.

Code of Conduct

The purpose of discipline is to help students in the development of self-control and responsible behavior. Students at Oasis are expected to conduct themselves in a manner that is respectful and responsible. Please review the Lee County School District Code of Conduct with your child. We will follow the School District of Lee County's Parent Guide and Code of Conduct when determining the appropriate consequences for inappropriate behavior. This document can be found at www.leeschools.net/code-of-conduct.

- Arrive at school on time.
- Walk to all classes and to the buses; running is never allowed.
- Complete all assignments for each class and be prepared for tests.
- Treat others the way you want to be treated. Hitting, fighting, or any behavior which is harmful to others will result in immediate consequences.
- No candy, gum, or toys at school.
- Return all signed notes.
- Harmful objects, such as knives, lighters, and matches, should NEVER be brought to school. Doing so will result in immediate suspension from school.
- Take care of textbooks, library books, and electronic devices. Students will be required to pay for damaged or lost books.
- Be respectful of adults and all students in your words and actions.
- Speak in a normal tone of voice in all classes, hallways, and lunchroom. Shouting and profanity are never acceptable.
- Parents are encouraged to work with the school in matters of discipline.
- Be respectful of the school by keeping all areas of the school clean and neat.
- Be kind, caring, and respectful to everyone.

Personal Devices: Students are not permitted to use personal electronic devices (including cell phones, smart watches and tablets, etc.) at school. Students may store their device, turned off or on silent mode, in their bookbag. At the teacher's discretion, students may wear a smartwatch, if they do not use it as an electronic device/mode of communication.

Wearing of a smart watch cannot be a distraction to the student or classmates. The school is not responsible for lost or stolen devices.

Behavior Plan

P - Practice a Positive Attitude

A - Act Responsibly

W - Work Together

S - Show Respect

Students must follow our PAWS Expectations. The intent of this plan is to emphasize the teaching of good citizenship, social skills, and self-discipline. Good citizenship, social skills, and self-discipline will be reinforced by positive behavioral supports that are a part of the discipline plan, and also through lessons taught by teachers and our school counselor. Reasonable standards of behavior, which include an emphasis on safety, are always required of students.

If a student continues to fail to meet behavior expectations, and is given a third Minor Referral, there may be possible contact with administration to coach the student about his/her behavior choices. After a third Minor Referral is given, and student misbehavior continues, a Referral will be given.

Possible Referral Consequences:

1st Referral: Half day Time Out (student will continue to do assigned work)

2nd Referral: All Day In School Suspension (student will continue to do assigned work)

3rd Referral: Out of School Suspension

*Expulsion may be a possibility for severe, chronic, and escalated behaviors.

Administrative Clause: Administration reserves the right to modify the process and/or the consequences based on individual incidents.

Bullying/Harassment

Section 1006.147, Florida Statutes, prohibits bullying or harassment of any student or employee of a public K – 12 educational institutions. The District will not tolerate bullying or harassment of any type. All students and employees have the right to feel respected, secure and safe while participating in school and school related activities. School District policy and procedures are specified in School Board Policy 4.14.

The policy requires that:

- All incidents of bullying or harassment be reported to the designated administrator.
- All allegations of bullying or harassment are investigated in a timely manner.
- Parents of both parties (the alleged bully and the target) are notified that the investigation is occurring.
- Parents are notified of the outcome of the investigation.
- Interventions and disciplinary consequences will be provided to a student who has committed an act (or acts) of bullying.
- The student who is the target of the behavior receives appropriate interventions and follow-up.

Bullying includes cyber bullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve, but is not limited to:

- Teasing
- Destruction of property
- Threats
- Social exclusion
- Stalking
- Intimidation
- Theft
- Physical violence
- Cyber bullying
- Public or private humiliation
- Sexual, religious, or racial harassment

Harassment is any threatening, insulting or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that 1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, 2) has the effect of substantially interfering with a student's educational performance, opportunities, or 3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.

Bullying or Harassment may be because of Race or Color, National Origin or Ethnicity, or Disability; but may not be attributable to any of those factors. Harassment (including sexual harassment) based on race, color, national origin and disability are against the law.

Discrimination based on race, color and national origin is against the law. Examples of conduct which may constitute bullying or harassment include:

- Graffiti containing offensive language
- Name calling, jokes, or rumors
- Threatening or conduct directed at another because of one's race, color, ethnicity,
- national origin, disability, or personal attributes
- Notes or cartoons related to one's race, color, ethnicity, national origin, disability,

or personal attributes

- Racial slurs, negative stereotypes and hostile acts based on one's personal attributes
- A physical act of aggression or assault upon another because of, or in a manner reasonably related to, race, color, ethnicity, national origin, disability, personal attributes
- Other aggressive conduct such as theft or damage to property, which is motivated by one's race, color, national origin, ethnicity, disability, or personal attributes

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or assistant principal or the equity coordinator. You may also make a written report. It should be given to the principal. Your right to privacy will be respected as much as possible. We will take action if anyone tries to intimidate you or take action to harm you because you made such a report.

Communication

- Teachers will make every effort to keep you informed.
- A folder or planner will be the teacher's way of communicating with you.
- A school-wide newsletter will be electronically sent throughout the year to keep you informed about upcoming events.
- Interim Reports will be issued each quarter.
- Parent-Teacher Conferences will be held following the first quarter of each year and Student-Led Conferences following the third quarter of each year. Our goal is 100% attendance at these conferences. Please make plans to attend.
- FOCUS can be accessed by computer through the school's website. A login ID and password are issued to parents for each student at the beginning of the school year. Parents may check grades through this system at any time.
- All staff members have access to a telephone and e-mail.
- If you have not received a response from a communication to staff within 24 hours, please notify the office for assistance.

Grievance Procedure

We desire to work with parents on all issues. We believe that problems can be best worked out with the parties most involved. If you feel you have a problem at school, please follow the procedure outlined below:

- Make an appointment to discuss the issue with your child's teacher.
- If the problem continues or no resolution is agreed upon, schedule an appointment to meet with the principal and the teacher.

Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the School District of Lee County and the Cape Coral Charter School Authority, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. We may disclose appropriately designated directory information only if you have given consent. The primary purpose for the release of directory information is to allow us to include your child's information in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations that have legitimate business with the School.

If you do not want the school to disclose directory information from your child's education records, you must indicate that choice on the Required Family Information Form which will be provided in the Student Packet. This must be returned to your child's school within ten days. The following has been designated as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

Dress for Success at OES - Uniform School

Please refer to our website for the most up to date information on Dress Code.

Oasis Elementary South requires all students to wear school uniforms. It is our belief that clean, appropriate dress habits are helpful to the development of good citizenship and proper behavior. Students are asked to wear clean clothes with shirts buttoned.

For reasons of health and respect, neither hats nor scarves are to be worn during the school day.

For safety purposes, no dangling earrings or lengthy necklaces are allowed.

Hair must be a natural color. Hairstyles that are distracting or inappropriate for school are not permitted (i.e. mohawks, bleached hair, artificially colored hair, color streaks, etc.). Students will be permitted to wear nail polish as long as it is not a distraction. Fake/acrylic nails are not permitted.

Jewelry should be limited to an appropriate necklace, single bracelet, rings or earrings. Earrings should not be hoops. Students should not be wearing make-up or artificial nails. Bandanas, glitter, tattoos, colored hair gel, and silly bandz are not acceptable.

Uniform shirts must be purchased from our preferred vendor and are available in navy, gold, or sapphire blue. These polo style shirts have the school logo embroidered on the front. *All shirts should be in the new colors and have our most current logo. * Please see the website for the specifics of the dress code.

Your student's uniform bottoms can be purchased at any local store. Navy, black or khaki shorts, skorts, pants or capris are all acceptable. The length of all shorts, skorts, and skirts MUST be longer or at the point where the end of the fingertips reaches on the leg while the child's arms are extended straight at their side.

Sneakers are required every day for safety reasons. Students are not to wear any form of slip-on shoe since they have recess daily and PE several times a week. Absolutely no shoes with wheels or lights are allowed. Knee-high sneakers, boots, leggings, and knee-high socks are not approved and cannot be worn with uniforms.

In addition, a plain colored (Sapphire, Navy Blue, Grey or Black) sweater, jacket, or sweatshirt is allowed for colder weather. OES logo sweatshirts can also be purchased through our vendor.

We have made large donations to a local charity! Please label your children's personal belongings, including sweatshirts, sweaters, jackets, lunchboxes, and backpacks with your student's FIRST AND LAST NAME. All items found with a name will be returned. All unlabeled items go into the Lost and Found for a period.

The school is not responsible for lost and found items after a reasonable amount of time. **Please LABEL all your child's items with first and last name!**

Fridays are spirit days, not a non-uniform day. Jeans or jean shorts are permitted with a school polo or spirit shirt. **No sweatpants, gym shorts, or leggings are permitted.**
Dress Code Violations

Students in violation of the dress code will be sent to the clinic for a change of clothes or the parent will be called to bring a change of clothes. These must be washed and returned in a timely manner. Students will receive three written notices to correct dress code violations. Students will receive a consequence for each violation thereafter following the Code of Conduct.

Academics

Grading

E = Exceeds	A = 100-90%
S = Satisfactory	B = 89-80%
N = Needs Improvement	C = 79-70%
U = Unsatisfactory	N = 69-60%
	U = 59% and Below

Late Class Work and Homework Policy

Late work at Oasis is defined for both students who have been absent from school and for students who do not finish assigned class work. Students who are absent from school will receive the number of days absent plus one to turn in all make up work. These guidelines will be in accordance with attendance procedures.

The school's "No Homework" policy does not exempt students from studying or completing schoolwork at home. Even in a "No Homework" school, students must study vocabulary, math facts and practice reading. Students from time to time will have projects that cannot be completed inside the school day and require work at home. Some students also do not complete class work in a timely fashion when given the opportunity to do so inside the school day. Students who do not complete their work inside of the allotted time will be expected to use study time to finish or to take that work home to be completed. Students can arrange to receive full credit for assignments turned in the next morning in such cases with teacher approval. Fifth grade students may have limited homework in the second semester.

Students needing extended time will lose credit for late class work as follows:

- One day late: 10% deduction
- Two days late: 20% deduction
- Three to five days late: up to a 50% deduction at the teacher's discretion
- Work not submitted: a "Z" (Zero) will be entered into the gradebook.

Report Cards

Report Cards will be posted in FOCUS quarterly every nine weeks. Interim report cards (Mid-Terms) will be posted in FOCUS halfway through each quarter.

Lost & Found Items

All personal belongings including outdoor clothing, pencil boxes, book bags and lunch boxes should be labeled. All items found with a label will be returned to the owner. All unlabeled items go into the "Lost and Found." The school is not responsible for lost and found items beyond a reasonable amount of time. Unclaimed items will be donated to a local charity.

Withdrawals/Transfers

Students who are withdrawing or transferring from school must bring a note from home stating that fact. A withdrawal form must be obtained and completed. All schoolbooks and property must be returned, and fees paid. A 24-hour notice is greatly appreciated.

Visitors

In the event that visitors are permitted on campus, for the safety and security of our students and staff, we must insist that everyone who enters the school property must be cleared and go directly to the office with a PHOTO ID to sign in and receive a sticker. **The visitor sticker must be WORN at all times while you are on school grounds.**

School volunteers may not bring non-school aged children with them during the time they are performing volunteer duties. When volunteering in a classroom, you are there to benefit all children not to attend to your own. It will be the teacher's discretion as to when and where volunteers are needed. All parents who wish to volunteer in the classrooms must have the permission of the teacher.

All visits should be arranged with the school ahead of time. If you would like to have a conference with the principal or a teacher, please call for an appointment in advance.

Please be sure to check out at the office prior to leaving the premises.

Engagement Opportunities

Engagement Program

Parents or relatives must provide 12 hours of engagement time per year/per family.

This could include spending time working directly with students in classrooms, assisting in the media center, office, cafeteria, on the playground, or helping where needed. Please call the school office if you would like information about becoming a school volunteer or contact your child's teacher to schedule a time to volunteer. We no longer accept material or monetary donations in place of volunteer hours.

All Volunteers must complete a Criminal Background Check prior to volunteering for the safety of the children and must be listed on the emergency contact list.

Field Trips

If you are chosen to chaperone a field trip, you **must** report to the front office with your photo ID to pick up your volunteer badge for the trip. Teachers **are not** permitted to give you the badge at the field trip location.

School Advisory Council (SAC)

The School Advisory Council consists of members representing teachers, support personnel, parents, community members, and administration. This council serves as a resource to the principal and assists with the following duties:

- Develops, implements, monitors, reviews, amends, and evaluates the School Improvement Plan each year.
- Advises the principal on matters pertaining to the school program.
- Provides input on the school's annual budget and assists in determining the use of
- School Improvement funds.
- Initiates activities or programs that generate cooperation between the community and the school.

Parent/Teacher Organization (PTO)

All parents and teachers, as members of the Parent Teacher Organization (PTO), are invited to PTO meetings for the purpose of increasing family involvement and providing equipment and resources to enhance student learning. There is no fee charged for membership.