

SCHOOL INFORMATION

WELCOME TO THE 2018-19 SCHOOL YEAR!

Welcome back to the nation’s first and best Core Knowledge School! This is the 30th Anniversary of our amazing School!

We are very proud of our students, teachers and staff. They continue to surpass state and district achievement levels.

A special welcome to our new families. We would like to encourage you to become a part of our “TOE” community. There are many different opportunities available, and they provide wonderful ways to be involved in your child’s education. We love our volunteers and appreciate their support and feedback.

Sincerely,

Ms. Moorhead & Mrs. LeMaster

<http://oak.leeschools.net/>
19600 Cypress View Drive
Fort Myers FL, 33967

HERE IS SOME INFORMATION TO BEGIN THE YEAR:

School Hours

Office: 7:00 a.m. - 3:15 p.m.

Teachers: 7:20 a.m. - 2:50 p.m.

Student Arrival: 7:25 a.m. - 7:55 a.m.

Breakfast: 7:25 a.m. - 7:50 a.m.

Communication

Office Phone - 239 267-8020

Fax – 239 267- 9559

Visiting Campus

When visiting our campus, enter through the main office. A valid photo ID, such as a driver’s license, will be scanned using the “Keep N Track” system.

A visitor’s badge will be generated following the background check. Badges must be returned to the office upon exiting the campus.

Arrival and Dismissal Tips

“Patience is a virtue” during arrival and dismissal times!

Car Line- Parent Pick-up

- Please remain in your vehicle. Your “Bear Tag” must be hung from your mirror, so that staff can identify you and have your child waiting.
- Your children’s names will be announced and staff will escort them to your car door. You are required to have your Bear Tag visible until your child is loaded into your vehicle.

Park and Walk-up

- If you choose to park in the South lot and walk up, a line will form on the little sidewalk by the double doors to the cafeteria. Please carry your “Bear Tag” or photo ID.
- This must be shown to staff before your child is released.

Buses

- Buses may arrive late the first week of school as the drivers make sure all students arrive home safely.
- Bus ramp will NOT open for parent drop off in the morning until ALL buses have arrived. Please do not enter the bus ramp until a staff member waves you in.
- Bus schedules are available online: <http://mapnet.leeschools.net>.

Cafeteria - 267-9565

We are pleased to announce that all District schools are currently offering free meals to all students. Free breakfast and lunch (first meal) are available. Parents will not need to apply for “Free and Reduced” meal applications for this school year

T.O.E. AFTERSCHOOL PROGRAM

Mr. Blue, Director 267-0583

Hours: 2:10-6:00 P.M.

Registration forms are available in the office

Registration Fee- \$25.00 per child

Daily Fees- 1 child \$12.00

2 children \$18.00

3 or more \$24.00

School Mascot: Bear

School Colors: Red, White & Blue

Vision: A fair and excellent education for all students.

Mission: To provide all children an excellent education through a solid, specific and sequenced curriculum.

SCHOOL INFORMATION CONTACTS

Bus Information/Changes/Address Changes/

Student Records ~ Ms. McMahon

Clinic- Robin McGuire (*school nurse*) & Mrs. Morse

Volunteers ~ Ms. McMahon

Gifted ~ Mrs. Howell

Reading Specialist ~ Mrs. Pearl

Science & Math Coach ~Mrs. Ward

ESOL ~ Ms. Wallace

Technology ~ Mr. Hambling

Student Discipline ~ Administration

Bears Expectations

Be Respectful

Everyone Matters

Appropriate Activity

Responsible

Safe



THREE OAKS ELEMENTARY THE NATION'S FIRST CORE KNOWLEDGE SCHOOL

Three Oaks Elementary was the first school in the nation to develop and teach the national Core Knowledge Curriculum in 1990. This curriculum was based on the Dr. E.D. Hirsch, Jr., professor and author of the best seller *Cultural Literacy*.

The curriculum is rich with quality, specific sequenced content for each grade level. The CK sequence provides a broad knowledge base in the areas of American and world civilization, literature, science and technology, fine arts and mathematics.

If you would like to learn more about Core Knowledge, please visit the school website. You will find a link to the Core Knowledge Foundation website <http://coreknowledge.org/>

Core Knowledge Parent Resources:

What Your Kindergarten, First, Second, Third, Fourth, or Fifth Grader Should Know by Dr. E.D. Hirsch

THREE OAKS ELEMENTARY STUDENT HANDBOOK

Topics are listed alphabetically.

The policies and procedures contained in this school handbook are by no means all-inclusive.

Three Oaks Elementary school retains the right to alter or vary the application of these rules. The information in this school handbook is intended to assist parents and students in becoming familiar with school procedures.

In addition, the 2018-19 School District of Lee County Code of Conduct provides detailed information for parents, as well as required forms to be completed during your first week of enrollment.

ACADEMIC SUPPORT

Students who scored Substantially or Minimally below on assessments such as STAR, STAR Early Literacy, or FSA are required by the State of Florida Reading Plan to have 120 minutes per day of reading instruction.

Specific remedial reading centers, and small group instruction are used to help master grade level skills. Students may be grouped to receive intensive reading interventions.

Students exceeding on these State and District assessments may receive instruction above grade level when grade level benchmarks have been mastered. Progress is reviewed quarterly to ensure that each student's needs are being met and that each child is making adequate progress.

ACCELERATED READER (AR) AND RENAISSANCE PLACE

Renaissance Place is a research-based reading program that combines technology, motivation, and individualized instruction. Students are

exposed to a wide range of literature, both fiction and informational text.

Teachers will provide detailed information about the program requirements during upcoming curriculum nights.

1. Each quarter, students are assessed online using either the STAR Early Literacy Test (grades K-1) or the STAR Reading Test (grades 2-5). These assessments provide an individualized reading level range that monitors reading progress.
2. Teachers conference individually with each child during the quarter and determine point goals and "color" range for books selection. It also monitors:
 - Daily minutes spent reading
 - The percentage of comprehension questions correct with a 90% or higher average goal.
3. Students select library books based on their reading level (color).
4. Following book completions, students take an online Accelerated Reader (AR) quiz. The percentage correct indicates progress toward achievement of grade level reading benchmarks. Along with a quiz score, the computer also awards points based on the percentage of correct responses. Vocabulary quizzes and literacy skills tests are also given as appropriate.
5. Students are responsible for maintaining a daily reading log which is monitored by their teacher and parents.
6. Parents may sign up to receive an e-mail with quiz results.

Three Oaks celebrates reading achievements in a variety of ways:

AR CERTIFICATES are presented to students as they achieve certification and point goals.
AR TAGS at certification and point goals.

AR is an expectation of TOE students. A subject effort and personal development grade will be given each quarter.

ADDRESS/TELEPHONE NUMBER

It is important that the school has updated addresses, home, work or cell numbers and email. This information will help facilitate communication between home and school and allow immediate contact in case of an emergency.

If you move during the school year you must provide proof of residence. Lee County School District will only accept the following:

- ❖ Lease agreement
- ❖ Mortgage statement
- ❖ Current Utility bill (electric, water or cable)

If your telephone number, address, or email changes, please notify the school office in writing immediately.

AFTER SCHOOL PROGRAM

After school care is offered to all T.O.E. students in grades K-5. The After School Program hours are 2:10 p.m. – 6:00 p.m. Students must be registered to participate in the after school program.

Payment is due the first day of the week your child/children attend, without exception. A bank surcharge will be added on any returned checks.

The Lee County School Board does not extend credit for the payment of after school fees. Failure to comply with this policy will result in removal from the program.

Registration Fee: \$25.00 for one child

After School Program Daily Fees:

- 1 Child - \$12.00
- 2 Children - \$18.00
- 3 or more Children - \$24.00

Registration forms are available in the front office during the school year.

For more information, please call 267-8020 after 2:30 p.m.

ARTICLES PROHIBITED IN SCHOOL

If any of the following items are brought to school, they will be confiscated and the child will be referred to the office or in some situations, law enforcement.

- Weapons of any kind or sharp objects that could be used as a weapon.
- Fireworks
- Controlled substances
- Radios, CD players, iPods, cameras
- Toys (Fidget Spinners), toy guns, water pistols, etc.
- Skates, shoe skates or skateboards
- Glass containers
- Electronic game systems

ATTENDANCE/ABSENCES/TARDIES

Attendance is mandatory by law and is vitally important for the education of students. Based on the Lee County School Board recommendations and Three Oaks policies and procedures, our attendance guidelines are as follows:

- Parents should call the school by **9:00 AM** to report all absences 267-8020. A written note should be sent on the day the child returns to school from an absence. *Please include the child's first and last name, the dates of the absence and the reason for the absence.*
- When a student accumulates an excessive number of absences (5 days in a calendar month or 10 days within 90 calendar days) and additional absences occur which are caused by illness, a written statement from a physician verifying the absence was caused by an illness may be required to be submitted by

the parent/guardian (School Board Policy 4.16).

- Excused absences will be granted for:
 - Personal illness – A certificate from a doctor may be required for prolonged illnesses.
 - Death of a close relative
 - Observance of a religious holiday
 - School related trips
 - Court date
 - Any other reason must be addressed by the principal prior to the absence.
- “Habitual truant” is defined as a student who has 15 or more unexcused absences within 90 calendar days with or without knowledge or consent of the student’s parent/guardian.
- The school Social Worker will be notified after 10 absences.

Tardies or Early Pick-ups

- Students who arrive after the 7:55 a.m. must be escorted by the parent to sign-in at the front office and receive a tardy (late) pass. Parents must park in the parking lot to walk their child in to the office. The car line at student drop-off is sometimes long. Please allow adequate time for arrival.
- Habitual tardiness is defined as six (6) or more tardies to school.
- Students who are picked up before dismissal will be considered an early pick-up. Early pick-up will be reflected in the attendance.
- Excessive early sign-outs will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance.

Please refer to the Code of Conduct for other Attendance Policies and Procedures.

BICYCLES

Bicycles and helmets must be individually secured with a lock and chain while parked in the bike rack.

The path to the bike rack can be found by the north gates and fence of the school property.

Students must walk their bikes to the bike rack upon entering the campus.

The school is not responsible for lost or damaged bicycles.

Bicycle riders must wear a helmet.

BIRTHDAYS

Students’ birthdays may be celebrated and student names will be announced on morning news. Parents must contact the teacher if they wish to bring a treat. ***We request healthy treats. Treats are to be store bought with the ingredients label visible.***

Invitations to private student birthday parties may not be handed out during the school day unless the entire class is invited, or all girls/all boys are invited.

BUS

Transportation Number: (239) 590-4000

- Bus stop and bus numbers can be accessed through the district website (<http://mapnet.leeschools.net/>)
- Contact the Information Specialist if a change is needed involving bus transportation.
- A request to ride a different bus or use another stop must be approved by the school and Transportation Department. This can only be approved in emergency situations

Bus Expectations

It is a privilege to be able to ride the bus to and from school. The rules are posted at the front of the bus. A student who violates these rules will be referred to the school administration, who has the authority to suspend bus privileges.

1. The driver is in full control of the bus, and students must obey the driver.
2. Students must be on time. The bus cannot wait for those who are late.
3. Students must remain seated at all times when the bus is moving.

4. Eating, drinking or chewing gum is not allowed on the bus.
5. Absolute silence is required at all railroad crossings.
6. Cell phones may be used for a brief, parent contact if necessary or stored in the student's backpack. Filming is not permitted on the bus.
7. Anything that interferes with student safety **will not** be permitted, such as fighting, profanity, abusive language, large or sharp objects, fireworks, balls, bats, animals or glass containers.

Consequences for Bus Misbehavior:

- 1st Offense: Warning
- 2nd Offense: Seat Change, Parent Notification
- 3rd Offense: Referral to Assistant Principal
- 4th Offense: Possible bus suspension
- Serious Offense: Immediate referral to Assistant Principal

CAFETERIA: BREAKFAST/LUNCH

Students will go through the breakfast serving line and receive a "Grab and Go" breakfast and take it straight to the classroom.

If you have any questions, please contact Mrs. Laurie Arthur, Cafeteria Manager, at 267-9565 between the hours of 8:00 a.m. & 1:15 p.m.

Monthly Lunch Menus are available online at <http://leeschools.nutrislice.com/menu/three-oaks-elementary/lunch/>

Allergy – Special Diets

- Inform the Cafeteria Manager in writing if your child has a food allergy or special diet needs.
- Students must have a Medical Note or Food Substitution Form signed by a medical authority. This information must be kept on file in the Clinic and Food Service Manager's Office.

Breakfast

- Breakfast will be served each morning from 7:25 a.m. – 7:50 a.m.
- Breakfast is free for all students.
- Students in K-5 must report directly to the cafeteria for breakfast upon arrival.

Lunch

- Students have a 25 minute lunch period and a 20 minute recess time.
- Lunch is free to all students – first meal free
- We encourage nutritional lunches to be brought from home (*no candy or soda, please*).

Parent Visits and Luncheons

When visiting our school campus, all visitors must enter through the office to scan their driver's license for a visitor's badge. Badges must be returned to the office upon leaving the campus.

Parent Patio

- Parents may eat at the picnic tables with their child
- Due to popularity of the Parent Patio, we must limit lunch visits to one **ONCE a week during their child's lunch time per family**
- Due to food allergies and/or parent safety preferences, **ONLY your child** (no classmates) may join you for lunch.
- Students who eat with their parents, must return to class when their class leaves the lunchroom.
- After lunch, parents are not to go to classroom unless volunteer time is set up with the teacher prior to visit.
- Parents must let the office know about volunteering when they check in for lunch.

CELL PHONES

Any communication or recording device (*such as, but not limited to, cell phones, text messaging devices, digital cameras, etc.*) **must be turned off and remain in a backpack while on the school campus.**

The school is not responsible for personal possessions and cell phones are considered as such.

First offense: The cell phone is taken and returned to the student at the end of the day with a warning.

Second offense: The cell phone is taken and the parent must come to the school to pick up the phone.

CLINIC

The school nurse and/or clinic assistant provide temporary care for injuries and illness. If a student is ill parents are asked to keep their child at home. The school is not equipped to keep sick or injured students for extended periods.

Guidelines for calling parents and requiring them to pick up their child are as follows:

- A temperature over 100 degrees.
- Vomiting
- A communicable disease
- An injury requiring more than basic first aid
- Head lice ([See Head Lice Section](#))

Please make sure that your child has an emergency card on file in the clinic with correct phone numbers. Updating your information on the emergency card is essential.

COMMUNICATION

There's an App for That! Lee County District App.

The App is community based and specifically branded to Lee County Public Schools.

Any member in the community can download this App and can subscribe to any school they would like. Once they subscribe, they will get notifications of Twitter Feeds, special announcements, and can sync their calendars to school events.

The District office is automatically a subscription when someone downloads the App. If you subscribe to the App, your phone will alert you when information is posted.

If you don't have a Smartphone you can sync your calendar to the District Calendar and when there is a meeting coming up at the District Level, your phone will remind you.

Student Agendas

- All students in grades 1-5 will be given one homework agenda.
- Students in kindergarten and first grade will receive a weekly communication form in their communication 3-ring binder.
- The cost for a replacement agenda is \$5.00.
- The agenda's purpose is to improve home/school communication and assist students with organizational skills.
- Three Oaks Elementary requests that parents review their child's agenda and homework each evening.

Appointments/Conferences

Our staff makes every effort to be available to you for individual concerns or questions.

Appointments are necessary so that sufficient time is allocated without interrupting instructional time during student arrival.

Conferences with teachers need to be scheduled at times other than during student arrival and instructional time.

"Communication Envelopes"

- Envelopes are sent home at the end of each week. They may contain graded papers, notes, and other notices.
- Parents are asked to remove and review the contents, sign the outside of the envelope and return it the next school day.

Newsletter

- Our newsletter will be updated on our website every month.

- Newsletters will be sent out through electronic communication.
- We will have a limited number of hard copies available in the office for those without computer access.

FOCUS Gradebook

<http://focus.leeschools.net>

FOCUS, the district-wide gradebook system is available to parents. It has been implemented to improve student achievement by facilitating parental involvement with student grades and attendance.

- Parents are able to view grades and graded assignments.
- **Please make sure the office has updated phone numbers and email addresses.**

Student ID numbers will be needed for FOCUS. They can be found on your child's report card and/or interim report. The office is not permitted to give student ID numbers out over the phone.

Phone Calls

- Teachers are available for phone calls following dismissal. **We are unable to transfer calls to the classrooms when students are present, as it disrupts instruction.**
- **Phone calls will be transferred to the teacher's voicemail. Please do not leave transportation changes on the voicemail.**
- Staff members check for messages during their planning period or after dismissal. They will return telephone calls and e-mails within 24 hours.
- ***Students may not use the telephone for such things as permission to go home with a friend. Arrangements must be made with parents prior to coming to school.***

CORE ESSENTIALS

The Core Essentials program is an exciting part of our school-wide Positive Behavioral Support

program. Entertaining quarterly assemblies highlight examples of the virtue of the month.

Each month a different animal and virtue will be the focus of discussion. Scientific facts about the animal, as well as other examples of the virtue are shared each day on the school news, and also with our school counselor.

CUSTODY

Current custody papers are part of the enrollment process and must be updated as changes occur. This will ensure your child's safety.

DISCIPLINE

Our school has a school-wide positive behavioral support plan known as our B.E.A.R.S. Expectations. We focus on teaching students expectations for behavior, as opposed to rules. Teaching positive behavior enables students to respond in an appropriate way with peers and adults.

Each teacher will develop their classroom expectations, as well as procedures, rules and rewards.

School-Wide Expectations

Be Respectful
Everyone Matters
Appropriate Activity
Responsible
Safe

All Lee County Schools adhere to the guidelines stated in the *2018-2019 School District of Lee County Code of Conduct*. This booklet can be accessed through the LCSD website or our TOE website.

Parents are requested to review these rules, definitions and consequences with their children and return the (signed) portion to their teacher during the first week of school.

DISMISSAL POLICIES & CHANGES

If it is necessary to sign a student out early, **please send a note to your child's teacher that morning.**

A parent/guardian or a person listed on the emergency card **must come to the office to "sign out" the child. Please bring photo ID with you. Students cannot be waiting in the office. We will call for them when you arrive.**

Transportation Changes

If you need to change your child's way of going home at any time during the school year, either temporarily for a day or permanently, **please send a note to the teacher the day of the requested change.** A contact telephone number must be included.

Please do not e-mail transportation changes to your child's teacher.

Phone calls to the office will only be accepted in **emergency situations** and must be made prior **1:15 p.m.** to ensure that the message is communicated prior to dismissal.

DRESS CODE

The school dress code is designed specifically to support and enhance a positive learning environment.

The implementation of a standardized dress code minimizes student distractions.

Students must be in dress code compliance upon entering school grounds and while on campus and the final decision regarding the "distractibility" of outfits or hair styles rests with administration.

1. Closed-toed shoes or sneakers shall be worn at all times. **No open-toed/ backless shoes or sandals, including flip-flops & crocs are allowed due to safety issues. Any type of "SKATE" type shoes are not allowed.**
2. Shorts, dresses, and skirts **must be finger-tip length or longer.**
3. Pants must be fastened at the waist and may not drop below waist level on any student. If tights or leggings are worn, then the top/shirt must extend below the fingertips to cover the upper thigh and back area.
4. Shirts with straps **must be at least 2 fingers in width** and the length must extend beyond the waist level and not to expose skin while in the sitting position.
5. Backless, spaghetti strap, and halter tops are not permitted.
6. Any articles of clothing or jewelry that could likely cause injury or a distraction are not permitted. One small pair of earrings or one bracelet may be worn.
7. Apparel, emblems, insignias, badges or symbols that promote the use of alcohol, drugs, tobacco, or any other illegal activity are prohibited.
8. Slogans or advertising on clothing which are controversial or obscene are prohibited.
9. Distracting hairstyles or hair coloring that may cause disruption are not permitted.

Students who are inappropriately dressed will be sent to the clinic to call home for a change of clothing.

EMERGENCY SCHOOL CLOSING

“The School District of Lee County will always consider student and staff safety of primary importance when making a decision to close school when severe weather threatens.”

Unless there is a clear threat of danger, **the decision to close school will be made around 4:00 a.m. and announced through NBC-2, WINK, ABC-7 TV morning news shows, and via NOAA Weather Alert radios.**

Parents should listen to local media beginning at 5:00 a.m. for the latest information pertaining to school closings during severe weather months.

FIELD TRIPS

Student field trip permission forms must be signed by a parent in order for a child to attend a field trip.

Students may bring their lunch or receive a brown bag lunch from the cafeteria.

Only students registered to our school are permitted to attend field trips or use field trip transportation.

Parents who plan to chaperone on a field trip **must submit a volunteer application** and be screened three weeks prior to going on the field trip. *Volunteer applications will be sent home the first week of school and are available in the front office.*

GRADING SCALE

Students in Kindergarten through fifth grade receive letter grades. Report cards are issued every nine weeks. Interim reports are issued midway through each grading period.

Grade	Percent	Performance Level
A	90-100	MEETS or EXCEEDS: on or above grade level
B	80-89	MEETS: on grade level
C	70-79	MEETS: on grade level
N	60-69	MINIMALLY BELOW: below grade level
U	0-59	SUBSTANTIALLY BELOW: below grade level

HEAD LICE

Should your child get head lice, you will be contacted and requested to pick-up your child. Parents are responsible for treatment of the head lice by shampoo (Pediculicide) and nit removal (special comb).

Parents must accompany their child to the clinic for a recheck before the child may return to the class.

Head lice are parasitic insects found on the heads of people. Having head lice is very common and is spread:

- By contact with an already infested person.
- By wearing infested clothing, such as hats, scarves, coats, sports uniforms, helmets and baseball caps, or hair ribbons.
- By using infested combs, brushes, or towels.
- By lying on a bed, couch, pillow, carpet, or stuffed animal that has recently been in contact with an infected person.
- Pets do not carry head lice.

There are three forms of lice: the nit, the nymph, and the adult. Nits are head lice eggs. They are hard to see and are often confused with dandruff. Nits are found firmly attached to the hair shaft.

They are oval and usually yellow to white. The nit hatches into a baby louse called a nymph. It looks like an adult louse but smaller. The adult louse is about the size of a sesame seed, has six legs, and is tan to grayish-white.

Head lice are most commonly found on the scalp behind the ears and near the neckline at the back of the neck. Finding a nymph or adult louse may be difficult because there are usually just a few of them and they move quickly from searching fingers.

You can help prevent an outbreak of head lice in our school by regularly checking your child’s hair at home. If you find the presence of lice or nits, treat immediately and be sure to remove all nits. Nits take about one week to hatch.

HOMWORK POLICY

The purpose of homework is to enhance learning. It is a school policy for homework to be assigned and completed Monday through Friday each week. Assignments are designed to review and reinforce academic skills.

Kindergarten students are also assigned homework. **The completion of regularly assigned homework is required and will become part of the effort grade.**

LOST AND FOUND

Please label all lunchboxes, backpacks, jackets and sweaters.

Any items found on campus will be placed in the lost and found located on our stage in the cafeteria. At the end of each month unclaimed items will be donated to charity.

MAKE-UP WORK

Students shall be responsible for all work missed during an absence. Please call the school or email the teacher by 9:00 a.m. to request work during an absence which will be ready for pick up in the

office after 2:15 p.m. Immediately upon return to school from an absence, the student shall be given the number of school days missed plus one additional day to submit the make-up work for full credit.

MEDICATION

The Parent Permission Medication Form (MIS 398) and Physician Permission Form (MIS 401) must be completed and kept in the clinic for medication to be administered at school.

- Medication must be brought to school in the original container received from the pharmacist. If the prescription medication (including inhalers) is needed for over two weeks, an MIS 401 must be filled out by physician.
- If a doctor orders a non-prescription medication, it must be labeled with the student’s name and directions concerning dosage. MIS 401 must be on file.
- No over the counter medication (*aspirin, cough medicine, cough drops*) will be given without a written statement from the doctor.
- Students may not bring medication to take on their own; it must be administered in the clinic (this includes inhalers).

MULTI-TIER SYSTEM OF SUPPORT (MTSS)

FOR STUDENTS REQUIRING ACADEMIC ASSISTANCE

If a student experiences academic, attendance, behavior, social/emotional, medical and /or other difficulties, they will be referred to our school’s MTSS Team composed of teachers, parents, school psychologist, counselor and administrators. The classroom teacher initiates the referral, but parents and or other staff members may also request a meeting. Additional interventions will be designed, based on data, to assist the student.

For more information regarding the MTSS process, please contact Mrs. Pearl at 267-8020

PARENT DROP-OFF AND PICK-UP

Lee County District Schools provide supervision of students 30 minutes before and after the school day (7:55 a.m. – 2:10 p.m.) or special school activities. Parents should not rely on school supervision beyond these times.

Students may not be dropped off before 7:25 a.m. as there is no supervision.

Arrival and Departure Information

- All parent pick-up and “walk-up” families must display their “BEAR” tag. This will be your permanent family tag, while your child/children attend Three Oaks.
- “BEAR” tags are available in the front office. You will be given one tag per family. Additional tags may be purchased for \$2.00 per tag.
- All parent drop-off/pick-up students must use the car line or designated parent walk-up area.
- **For the safety of your child do not use the staff parking lot for dropping off or picking up students.**
- The Lee County Sheriff Department may issue tickets to cars that park by the crossing guard to drop-off or pick-up students.

Severe Weather Dismissal

- During times of severe weather or lightning in the area we may need to change our routine dismissal for the safety of our students and staff. Dismissal may be delayed and parent pick-up may take longer.
- An electronic message for Bikers/Walkers will be sent to parents if students are unable to be dismissed due to weather.

Morning Drop-Off

- Students may **NOT** be dropped off before 7:20 a.m.
- We will use the entire length of the sidewalk to expedite student drop-off.
- Upon exiting the parking lot, a **RIGHT TURN** will help keep the line moving.
- Use your turn signal when entering from Cypress View Drive.
- The bus ramp will be used for parent drop off in the morning, **only** after the buses leave the ramp. **DO NOT** enter the bus ramp until a staff member waves you in.
- Parents who park and walk their child/children must say “goodbye” at the double doors of the school entrance.
- Parents who walk students to class must sign in the office. Please bring your driver’s license to be scanned. **Walking students to class will not be permitted after the first two weeks of school.** This is discouraged after the first two weeks of school.

Afternoon Pick-Up

- “Bear Tags” or a photo ID must be shown (carline and walk-up) before your child will be released. Please help us keep your children safe by following these procedures.
- “Walk-up Parents” must wait in the designated “PARENT WAITING AREA” behind the cafeteria.
- Student for parent pick-up will be seated in the cafeteria
- Siblings will wait together on the outdoor benches inside the double doors.

Students who are not picked up by 2:30 p.m. will be sent to the After School Program and charged the daily rate.

PHYSICAL EDUCATION

Students are expected to participate in physical education classes. A child must bring a note from a parent or doctor to be excused from P.E.

A parent’s note is valid for three days. A note from a doctor should indicate a particular duration or the date the child should be allowed to participate again.

Students are to dress appropriately for physical activities. Please wear closed toed shoes preferably sneakers. We ask that girls wear shorts under their skirts or dresses.

Hats, sunscreen and water bottles (*labeled with student’s name*) are recommended.

PARENT TEACHER ORGANIZATION (PTO)

All parents are welcomed and encouraged to join the PTO. Parents and teachers work cooperatively through P.T.O. to promote the education of all children at Three Oaks Elementary. The P.T.O. strongly supports the school’s activities and fund-raising efforts. In addition to the informational programs, it provides an opportunity for parent and teacher collaboration. PTO meeting dates can be found in this school calendar.

PLEDGE OF ALLEGIANCE

Current law requires each school to post a notice in a prominent place to inform students they have the right not to participate in the morning pledge. The bill clarifies that the student’s right not to participate includes not standing or placing the right hand over his or her heart. The bill also requires the notice to be published in the student handbook rather than posted at each school.

SCHOOL ADVISORY COUNCIL (SAC)

The School Advisory Council (SAC) is a school improvement team of stakeholders comprised of parents, teachers, administrators, support staff, business people, and other interested community members.

The purpose of the SAC is to assist the school in the preparation and evaluation of academic goals based and expenditures.

These goals become part of our annual School Improvement Plan following state guidelines and formats. SAC members are representative of the ethnic and racial makeup of the community served by our school. Meetings are held during the evenings, or at a time that the team finds convenient.

Mrs. Ward, our SAC Chair would like to invite new members for the 2018–2019 to join our council.

Please contact Mrs. Ward at 267-8020 if you are available.

SCHOOL STORE

The school store is open every Wednesday from 7:25 a.m. to 7:50 a.m. Students can purchase classroom supplies and spirit gear.

SPIRIT DAY

Each Friday we celebrate our school spirit and pride. Students are encouraged to wear their T.O.E. t-shirts. Parents can order spirit t-shirts during the pre-sale period at the beginning of the year. T-shirts may also be available in our school store after the pre-sale period (*limited quantities*).

STAND UP FOR ALL STUDENTS ACT

It is the policy of The School District of Lee County that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. The district will not tolerate bullying and harassment of any type.

Bullying is defined as systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees.

It is 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. It may involve: Teasing, Social Exclusion, Threat, Intimidation, Stalking, Physical violence, Theft, Sexual, Religious or Racial Harassment, Public Humiliation, and Destruction of Property.

Students and parents should report concerns to their teacher, principal, or Mrs. Wallace our school counselor. We take seriously all reports of bullying and harassment and will take all appropriate action to fully investigate claims and eliminate the harassment.

Please refer to the Lee County School Code of Conduct for further information.

TECHNOLOGY

All students must sign a Technology Agreement. Access to the Internet and Network is a privilege in the Lee County School District. Students are required to follow guidelines and policies as stated in the Computer/Network Usage section of the **Lee County School District Code of Conduct**.

TEXTBOOKS/LIBRARY BOOKS

- Textbooks are provided at no cost to students. Help your child be responsible for the proper care of books.
- Students should have some kind of book bag to carry books to and from school.
- According to FL State Statute Chapter 2.33 and Lee County School Board District Policy 4.24, if a student loses or damages a book, he/she is expected to pay for a replacement.

Contact Mrs. Harty our bookkeeper at 267-8020 for more information.

VISITORS -SAFETY

NO VISITORS may enter the campus without registering in the office for a nametag with their driver's license.

All visitors must exit the campus through the main office and return their name tag.

- Security cameras are positioned for campus observation.
- A fulltime School Resource Officer (SRO) is present on campus daily.
- All visitors must provide a photo ID or volunteer badge and check-in at the front office.
- Your photo I.D. will be scanned into our *Keep N Track* Visitor Management System and a visitor sticker will be printed. We ask that you wear your sticker where it is visible to staff and students while on campus.
- Visitors are asked to bring their visitor sticker back to the office when they leave to sign-out.
- Anyone on campus without a visitor's badge will be stopped and be directed to the office.
- You must check with your child's teacher prior to visiting the classroom or volunteering. Personal questions must be scheduled for a private conference.
- Small children cannot accompany parents to classroom visits and conferences.
- If you would like to have a conference with the principal or a teacher, please call or e-mail for an appointment in advance.
- If a visitor or volunteer's presence becomes disruptive or distracting to the students or teacher, the visitor will be asked to leave.

VOLUNTEERS

We invite Parents, Senior Citizens, and Others to become a part of our Volunteer Family. Whether you can give one hour per week or many hours, **WE NEED YOU!!**

Every volunteer must submit a volunteer application, go through a background screening, and attend the volunteer orientation prior to volunteering.

A signed commitment to adhere to professional behavior, dress and confidentiality is a requirement for volunteer participation.

Volunteers must sign-in the volunteer book in the office.

Teachers have the authority to set the volunteer schedule in their classrooms. Parents must honor the amount of volunteer time a classroom teacher prefers and follow his/her schedule.

The following is a list of some of the jobs that volunteers perform:

- Working with individual students or small groups
- Assist in the media center
- Help with bulletin boards
- Help with school sponsored activities

- Fundraising, Book Fair, Fun Fest
- Mentoring a student
- Chaperoning field trips
- Classroom volunteer
- Assist with morning drop off

If you are interested in learning more about our Volunteer Program, please contact our Volunteer Coordinators, Shannon McMahon at 267-8020 or by e-mail at Shannonmmcm@leeschools.net

WITHDRAWALS

Students withdrawing from Three Oaks Elementary must first notify the office in writing. Books must be returned and any outstanding accounts must be settled.

Parents/Guardians will need to sign the withdrawal form prior to the students last day.

Once, your child is enrolled at another school, that school will send a request for your child's records. Any questions regarding this process, please contact Shannon McMahon.