

Oasis Elementary North School

Student/Parent Handbook

2026-2027





Dear Students and Parents,

Welcome to Oasis Elementary North School! This handbook was designed to give our families important information regarding our policies and procedures for the 2026-2027 school year.

Our staff will do our best to create a safe and secure environment for your child, as well as a meaningful and fun learning environment.

Please review each page carefully and keep this booklet on hand should you need to know the proper way to call in absences and update pertinent contact information.

If you have any further questions regarding the operating procedures of our school, please do not hesitate to contact my secretary, Nicole Kerns, to schedule an appointment. I look forward to another exciting and enriching school year.

Sincerely,

Kevin Brown

Kevin Brown
Principal

School Hours

6:15 a.m. Before Care School Program Begins
7:50 a.m. Students may enter building
8:05 a.m. First Bell – Students enter classrooms
8:15 a.m. Final Bell – Instruction begins
8:20 a.m. Tardy Bell

3:00 p.m. First Dismissal Bell – Bus Dismissal Begins
3:10 p.m. Final Bell – Carline Dismissal Begins
6:00 p.m. After School Program in Session

Office Hours

7:45 a.m. – 3:45 p.m. (Students not picked up by 3:45 p.m. will be held in the office and **parents will be charged for this service** depending on circumstances.

Students needing supervision prior to 7:50 a.m. or after 3:45 p.m. will be required to register with our Before/After Care Service.

Transportation

Parents are responsible for providing transportation for their children to and from school daily. Busing may be requested by filling out an application **on our website.**

We do offer limited bus service for our students. Stops in centrally located public areas are designed to provide equal access to all students assigned to the stop. Once a route has reached capacity, a waiting list will be created, and students will be added by the receipt date of their application.

The Oasis Elementary North Staff provide on-site before and after school care. You must contact the office for additional details on how to enroll your student.

After School Activities

Various school activities are offered at our school during the year, including clubs and enrichment classes. Information will be sent home as these opportunities become available. It is very important that students are picked up from these activities on time, since the office will be closed when the activities end, and the sponsoring adult may not be able to contact you.

School Calendar

Please see the updated school calendar on our website:
www.oasiselementarynorth.net

Dress Code & Uniforms

Oasis Elementary North 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. For reasons of health and respect, no hats or 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. Hair styles that are distracting or inappropriate for school are not permitted (i.e. mohawk, bleached hair, artificially colored hair, color streaks, designs shaved in heads, etc.). Students will be permitted to wear nail polish if it is not a distraction. Jewelry should be limited to an appropriate necklace, single bracelet, rings, or earrings. Earrings should not be hoops. Students should not wear makeup or artificial nails. Bandanas, glitter, tattoos, colored hair gel, and silly bands are not acceptable.

Uniform shirts must be purchased and are available in navy, red, or white. These polo-style shirts have the school logo embroidered on the front. All uniforms must be ordered online through Sallee Promotions. Please go to our school's website, www.oasiselementarynorth.net to find the links.

Your student's **uniform bottoms** can be purchased at any local store. Navy or khaki shorts, skorts, jumpers, pants or capris are all acceptable. Solid color leggings can be worn **during cooler months**.

Sneakers are required for safety reasons. Students are not to be wearing any form of slip-on shoes or boots.

In addition, a plain colored (red, white, or navy) sweater, jacket, or sweatshirt is allowed for colder weather. OEN logo sweatshirts can be purchased through Sallee Promotions.

Please label your children's personal belongings, including sweatshirts, sweaters, jackets, lunchboxes, and backpacks with your students' 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 of time. The school is not responsible for lost and found items after a reasonable amount of time.

Lunch Program

Our school participates in the National School Lunch Program. Grab and Go lunches are served daily. Each month a menu will be sent home. Limited breakfast items are available as well; breakfast information is included with the monthly menus. Families may pay on-line for school meals by going to www.myschoolbucks.com. If your family is experiencing financial hardship, you may apply for a free or reduced lunch price. Please contact the front office for the appropriate forms, or you can refer to our school website for an online application.

When sending in lunch money throughout the year, please place payment (cash or check) in a sealed envelope with your child's first AND last name and the teacher's name. If paying with check, please make it payable to "The City of Cape Coral Charter School Authority" and if you are paying with cash, please provide the exact amount; change cannot be provided.

Enrollment

Enrollment is processed on a first come, first served basis unless a lottery system is needed. When our school is at capacity, waiting lists are formed and preference is given in the following order:

1. Siblings of Current Students
2. Wait List Number Order

Withdrawals

When a student moves to another school, a minimum of 48 hours advance notice is requested which enables us to process the withdrawal as quickly as possible. Before a withdrawal can be processed and records released:

- Parents must complete a Withdrawal Form
- All school materials supplied (classroom texts, library books, etc.) must be returned
- Lunch accounts must be up to date

Emergency Contacts

All parents are required to sign their Emergency Contact Form each year, verifying your address, phone numbers and **lists of all persons allowed to pick up your child from school. Parents must complete an Emergency Contact Update Form if there is a change in address, phone numbers, or contacts.** Up-to-date numbers are essential in case of emergency.

When submitting a change of address, proof of residency must be provided. This must be an electric or water bill, or a signed lease agreement. If you are residing with someone who is not the parent/guardian, if your student and your name do not appear on the utility bills, a notarized letter should include your name, your student's name, and the address where you are residing.

Student Records

Parents have the right to view their child's records. If you would like to see these, you may set up an appointment with the Support Specialist, Rafaela Moraes, by calling the office. During the conference, the Support Specialist may interpret various entries and test information. The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over eighteen years of age certain rights with respect to student's educational records:

1. The right to inspect and copy the student's education record within a reasonable time of the day the school receives a request for access.
2. The right to request the amendment of the student's education records that the parent/guardian believes are misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.
4. The right to a copy of any school student record proposed to be destroyed or deleted.
5. The right to prohibit the release of directory information concerning the parent's/guardian's child.
6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

Visitors

For the safety and security of our students and staff, everyone who enters the school property must go directly to the office to sign in. You will be asked to present a driver's license at the front locked door for scanning purposes and will receive a visitor's pass. **This pass is dated and must be worn at all times on campus. Visitors are not allowed to be unescorted on campus. You may not enter the classroom building for an event with a visitor pass.**

All school visits to a classroom to meet with a teacher must be arranged ahead of time by contacting the teacher. Until additional security measures are in place, parents are not permitted to have lunch with their students.

If you are here to drop off documents, classroom supplies, etc., you will be asked to place your items on the table outside the front office, and we will retrieve them. We do not allow parents in the front office unless you have an appointment.

Volunteers

Parents who have completed their full criminal background check will be issued a volunteer pass upon signing in. **This pass must be always worn on campus. Volunteers are authorized to be unescorted on campus and may attend classroom events.** For further information on volunteer hour requirements, please refer to the parent involvement section of this handbook.

Security and Safety

Child Custody – If a parent is divorced or separated, or a non-parent adult is a child's legal guardian, copies of agreements, court orders, and other documents relating to custody or contact with the non-custodial parent **MUST be on file** with the principal. Such agreements, court orders, or other documents must be updated regularly. This policy is for the safety of the child, and the respect of the court and all parties involved.

A weapons detection system is used at all Oasis Schools as students enter our buildings. All students must proceed through the system each morning prior to entering the school. Students do not need to remove small, everyday items like folders, books, keys, or cell phones from their backpacks. Large items Chromebooks/Electronics and binders will need to be removed. If the detection system alerts on a particular student, the student will move to the side, and a staff member will help to determine the cause of the alert. An SRO may participate in the search. Prohibited items will be confiscated. Students found in possession of any prohibited items will be disciplined following the Code of Conduct and may face law enforcement consequences. No weapons or contraband are allowed on school property.

Each visitor to our school must also walk through the weapons detection system. The system may be used for before and after school events (i.e. plays, concerts, sporting events, parent meetings, etc.). If the system alerts on a parent/guardian/visitor, the person will need to take the item in question to their vehicle. Visitors will not be searched. Visitors may only enter a school event if they successfully pass through the system.

Student Drop Off and Pick Up

For the **safety and security** of our students, the following policy will be enforced at our school regarding drop-off and pick-up procedures:

1. Morning Drop-Off

ALL students must be dropped off using the car line. The only exceptions will be for the before-school program (up until 7:50 a.m.) and for parents having conferences with staff or office business who need to park in the front lot. This is for SAFETY purposes. You will not be allowed to escort your child to class.

Students will not be allowed in the classroom building until 7:50 a.m.

When students arrive on campus, they should go directly into the building and go to their classrooms. Hallway behavior is monitored by school staff.

Points to remember: The tardy bell rings at 8:20 a.m.

- If you are still waiting in the car line after 8:20 a.m., your child will NOT be marked tardy.
- **If the car line has ended, parents need to bring their child to the front office to drop off students who are late.** The parents MUST come to the office to sign the student in and provide a reason for the tardiness. Please check first to see if the car line is still running to avoid attendance issues.
- **Students who arrive late by bus will NOT be marked tardy.**
- Parents needing to pick up their child during the school day for an appointment must also come to the office to sign the student out; Advance notice of early dismissals is required. Early dismissals DO count as a tardy. Please see the attendance policy section of this handbook for more details.

2. Afternoon Pick-Up

ALL students must be picked up in the car line. 1st through 5th grade parents must use the SW 29th Avenue (from Ceitus only) entrance and form a **SINGLE** line. Kindergarten parents must use the car line at the front of the building. A carline map was provided in your parent's packet. Please stay in your car and your child will come to you.

Carline dismissal begins at 3:10 p.m. You **MUST display our issued dismissal card on your dashboard that includes your student's name.** If you do not have the school issued dismissal card, your child will not be released to you. You will need to go to the front office with photo I.D. to request another dismissal card. In the meanwhile, your student will be brought to you. **ANY requests for altering this procedure** must be submitted in writing (forms available in the front office) and approved in advance by the principal.

After Care Dismissal will not start until carline (both front and back) has ended.

If your student is not picked up by 3:45 p.m., he or she will be placed in our After Care Program (for a fee).

If you require additional dismissal cards, you may request them in the front office.

Changes in Transportation

If a student needs to be picked up before dismissal, a written note must be sent to the teacher or office in advance. If there is a change in the way your child goes home, a written note must be sent to the teacher. Otherwise, your child will go home in the normal way. **We will not change a student's transportation unless we have a parent's note. We will accept emergency phone calls, but you must call before 2:30 p.m.** Students will NOT be permitted to go home with a friend by car. Students are NOT allowed to go home by bus for any reason.

Clinic Information

Our school clinic is a comfortable spot for a sick child until he/she recovers or is taken home. It is supervised by a trained and understanding clinic assistant. The assistant relies on information from parents to keep the files updated. A Student Health Information Form must be completed and updated for every student. For a child's safety, the school should always know how to contact parents or friends in case of a child's illness or emergency. Please see the emergency contacts section in this handbook for additional information.

See our website for The School District of Lee County Health Services Illness Policy.

Injuries

If your child is returning to school with an injury requiring a cast or crutches **your child must return with a doctor note explaining:**

- That the child is wearing a cast/needs the use of crutches
- Limitations such as PE class and the use of the playground equipment

Special permission for elevator use can be granted for use of crutches.

Head Lice

Head lice infestation is considered a communicable disease. Therefore, any student having a case of head lice will be considered contagious and will be excluded from school until treated. Our school follows the recommendations of the National Pediculosis Association in dealing with exclusion and readmission of students with head lice. This includes a NO NIT policy, which says all nits (eggs) must be removed from the hair before your child is readmitted to school. If it is discovered that your child has head lice, you will be called. If we cannot reach you, we will attempt to reach one of your emergency contacts. Your child will be sent home with a letter of explanation and recommendation for treatment. Your child's siblings and classmates will also be examined for head lice. Upon return to school, you must accompany your child to the clinic, and the clinic assistant will reexamine your student. If the student still has nits, you will have to take him/her home until adequate treatment is rendered. Classes that have had a case of lice will all be checked, and parents are notified.

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 child's health. The medication must be in its original container from the pharmacist, kept in the clinic, and taken under the supervision of school personnel. The parent must provide the school with a **parent permission form** and a **physician permission form**. Both forms are available from the Clinic Assistant. No over the counter medications will be given without written permission from a doctor. Cough drops should not be brought to school by students.

Code of Conduct / General School Rules

The purpose of discipline is to create a safe learning environment and help students develop self-control and responsible behavior. Students at Oasis Elementary North School are expected to conduct themselves in a manner that will bring credit to themselves, their parents/guardians, and their school. Please review these basic school rules with your child:

- Please walk to all classes – running is never allowed unless for P.E. or recess.
- It is your responsibility to get all schoolwork completed and prepare for tests.
- Treat each other the way you want to be treated. Hitting, or any behavior which is harmful to others will not be tolerated and will have immediate consequences.
- Leave candy, gum, and toys (including electronics) at home.
- No cell phones, smart watches, or other communication devices. The school reserves the right to confiscate devices. ***House Bill 1105 prohibits elementary students from using cell phones during school hours.**
- You are expected to take home all flyers and notes to your parents in your Oasis/AVID binder.
- Harmful objects should NEVER be brought to school. Doing so may result in immediate suspension.
- Textbooks, AR books, library books, and Chromebooks are on loan to you. If you lose or damage them, you are required to replace them for the cost of replacement.
- School is a place for learning, and inside voices in the halls and rooms are expected.
- There will be no use of foul language or any words that are hurtful to others at this school.
- There is a zero-tolerance policy for bullying. Bullying is defined at Oasis Elementary North School as unwanted and **repeated** verbal or physical behavior that creates an intimidating, hostile, or offensive educational environment.
- Many people work hard to keep the school clean; your assistance is appreciated.
- Parents are encouraged to work with the school in matters of discipline. The School District of Lee County Code of Conduct is available at www.leeschools.net in the student services section. Please discuss this with your child and return the signed acknowledgement form to the school.

Alcohol, Drugs, Tobacco

The use, possession, or sale of alcohol, drugs, and/or tobacco will not be tolerated at school. Any student violating this rule will be referred to the proper authorities for legal prosecution. They will also be referred to school authorities and/or the City of Cape Coral Charter School Governing Board for suspension and/or expulsion.

Weapons

No one at Oasis Elementary North School shall possess, use, or store a weapon (this includes a look-a-like weapon or an item that has been modified to use as a weapon) in or on school property, school vehicles, or at school-related activities. Any student violating this policy will have consequences previously stated in this section.

Cafeteria

Our cafeteria will be a comfortable place to eat if all students act appropriately. When entering the cafeteria, students bringing their lunch may walk directly to their table. Students buying lunch will check in with the cashier, walk into the kitchen, wait politely in line, receive their food, and walk to their table. If everyone follows the rules listed, the cafeteria will be an enjoyable place for everyone's lunchtime.

1. Keep hands and feet to yourself.
2. Stay seated unless given permission to use the restroom.
3. Use good table manners and clean up after yourself.
4. Always be kind and helpful to those around you.
5. Immediately report a problem to the cafeteria staff.
6. Use an indoor voice.
7. No saving seats.
8. Do not share food.
9. Do not take food items left behind.

Playground

Recess is a privilege, not a right. As long as you are making good choices, you will be allowed to attend recess and play. The following rules will help make sure that recess on the playground is safe:

- Stay on the playground with your class.
- Act in a way that does not create a problem for you or your classmates.
- Play games fairly; you may be left out of a game if you don't follow the rules.
- No fighting, playfighting, wrestling, or any other contact is permitted.
- Use equipment safely and properly.
- Talk to others with nice language – profanity is not tolerated.
- Slide down the slides – do not climb up. Do not go down slides headfirst.
- Include others in your games and make sure no one is left out.
- Remember to bring in all jackets, sweatshirts, and sweaters.
- Have fun and treat others like you would like to be treated.
- If you have a problem, tell an adult immediately.
- Do not leave the playground by yourself for any reason.

Bus

Busing is a service provided to help families with transportation issues. Please remember that it is a privilege to ride a school bus and the same rules apply on the bus as they do in school. For students to have a safe experience on the bus, the following guidelines should be followed:

1. Obey the bus driver's requests.
2. Always stay in your seat.
3. Always keep your hands inside the vehicle.
4. Talk only in a quiet voice, no yelling.
5. Do not bother others.
6. Never throw anything off the bus.
7. No food or candy on the bus.

Siblings of Students

Children who are not enrolled in our School System are not allowed to be on school grounds during school hours.

Harassment

Everyone who works and learns in the City of Cape Coral Charter School System has a right to be safely respected. A harasser may be a student or an adult. Sexual harassment and discrimination based on race or national origin is against the law. Please refer to the Lee County School District's Code of Conduct for more detailed information.

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, staff member, or administration. You may also make a written report and give it to a teacher, counselor, or the principal. Your right to privacy will be respected as much as possible. We take seriously all reports of harassment and will take all appropriate action to investigate such claims to eliminate that harassment and to discipline any persons found to have engaged in such conduct. The school will also take action if anyone tries to intimidate you or take action to harm you because you made such a report.

Discipline

Core Beliefs That Guide Enforcement of School Rules and Expectations

Each student is a unique individual with unique personal, social, and educational needs. As a result, every disciplinary situation becomes unique in nature. Consequences for misbehavior provide the best learning value when matches the unique student and the unique situation. The odds for children from their mistakes increase dramatically when children see a reasonable connection between their behavior and the resulting consequences. Our school staff dedicates itself to following a set of **Core Beliefs** that provide a guide for dealing with student discipline. These core beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the result of consequences.

Since these core beliefs provide the guiding light for our professional decisions, the staff encourages parents to bring concerns and questions to us in the event we operate in ways that appear to be inconsistent with these core beliefs.

The following list of core beliefs outlines the professional actions and attitudes of all staff members in this school:

1. Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher of staff members.
2. Students will be guided and expected to solve their problems, or the ones they create, without creating problems for anyone else.
3. Students will be given opportunities to make decisions and live with the consequences be they are good or bad.
4. Misbehavior will be handled with natural or logical consequences instead of punishment, whenever possible.
5. Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on school or staff.
6. Students/parents may request a discussion with the teacher if the consequences appear to be unfair.
7. School problems will be handled by school personnel.

If a student's behavior is inappropriate, parents will be contacted either by using the student planner/folder, by phone, or email. Your concern and assistance in resolving the problem is requested if the students cannot solve the problem. Open communication between parents and staff is necessary if we are to be successful in correcting small problems before they become big ones. If your child comes home and tells you of an issue at school that upsets you, please give us the courtesy of calling the appropriate staff member to voice the concern and listen to the other side of the story before being judgmental. **Teachers should always be called first to resolve issues before contacting the principal.** We are interested in working through problems and getting down to the truth in every matter.

The severity and recurrence of a rule of infraction will determine which of the consequences will be given. Attention to each child's previous discipline issues will be carefully considered.

Please refer to the Lee County Code of Conduct for clarity on the levels of disciplinary action. Any discrepancies between the Code of Conduct Students and the School Parent/Teacher Handbook will be resolved in favor of the penalties outline in the Code of Conduct for Students.

Water Bottles

Only water bottles with lids are acceptable. No liquids such as soda, Gatorade, tea, coffee, etc. are permitted. WATER ONLY. **Stanley cups with straws are not permitted.**

Classroom Behavior Management

Teachers use various in-class behavior management programs, and they will be explained to you during the annual open house.

Homework

Students will be given class time to complete all assignments. Students who are unable to complete assignments in the class time provided will need to complete their work at home. Additional at-home work may include studying for tests, reviewing spelling words, reading AR books, practicing math facts, etc.

Work sent home by the classroom teacher may receive a lower grade if it is not turned in completed the following school day. This is to ensure that students do not fall behind in their class work.

Any questions regarding work sent home should be addressed with the classroom teacher.

Attendance

Cape Coral Charter Schools Basic Attendance Policy states that every student is expected to be on time and present for each school day. Regular attendance is essential for a student to make use of the educational opportunities we provide. Parents are solely responsible for their children's regular school attendance.

Make Up Work

If a student is absent from school, it is their responsibility to make up the work missed during this time. If a student misses more than one day, the parents may contact the school to collect information about assignments missed. Teachers should be given a full day to prepare missing assignment packets. Same day requests may not be honored; For making up work students will have the same number of days missed plus one day for completion.

Reporting Absences

If a parent needs to report an absence, please use the QR code provided to you.

Excused Absences

Excused absences include:

1. Illness of the 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 (documentation is required)
6. Scheduled medical or dental appointment (a note from the physician's office must be provided)

Unexcused Absences

Absences not excused as defined in the previous section are considered unexcused. Students without a completed Certificate of Immunization indicating compliance with the current required schedule of immunizations will not be allowed to attend classes until this document is provided, or a waiver is obtained.

Absences due to non-compliance with immunization requirements shall be considered unexcused. Students transferring to Lee County who are considered homeless, children of a military family, or who are under the care of the Division of Children and Families have a 30-day waiver of both health examination and immunization requirements.

Tardiness

Tardiness is defined as a student not being in the classroom when the class is scheduled to begin.

Parents must follow the same process to excuse a tardy as they do to excuse an absence. Excessive tardiness shall be addressed on a case-by-case basis to determine if there is a pattern of non-attendance. Non-attendance for instructional activities is established by tardiness, early sign-outs, or absences for all or any part of the day.

- Tardiness to any class without documentation may be considered unexcused.
- Habitual tardiness is defined as six (6) or more tardies or unexcused sign outs to an individual class per quarter. **For enforcement of compulsory school attendance, three (3) unexcused tardies or unexcused sign-outs may, at the discretion of the principal, be considered equal to one day of absence.**
- The principal has the discretion to excuse tardiness for extenuating circumstances.
- Unless excused under the provisions of this policy, accumulated tardiness can be recoded as unexcused absences.

Early Sign-Outs

Early sign-outs are defined as a parent or guardian signing a child out before the end of the school day and are recorded as a tardy.

- No child shall be released within the final 30 minutes of the school day unless the principal/designee determines it is an emergency.
- Excessive early sign-outs will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance.
- For enforcement of compulsory school attendance, three (3) unexcused tardies or unexcused sign-outs may, at the discretion of the school principal, be considered equal to one day of absence.

Habitual Truancy

Whenever a student has a total of fifteen (15) unexcused absences from school within ninety (90) calendar days, with or without the knowledge or consent of the parent, s/he will be considered habitually truant. The Board authorizes the Superintendent to inform the student and his/her parents of the record of excessive absences as well as the Authority's intent to notify the Department of Highway Safety and Motor Vehicles, if appropriate. The Superintendent is authorized to file a truancy petition under F.S. 984.151 if a student has accrued at least five (5) unexcused absences, or absences for which the reasons are unknown, within a calendar month or ten (10) unexcused absences, or absences for which the reasons are unknown within a ninety (90) day period or has had more than fifteen (15) unexcused absences in a ninety (90) calendar day period.

Parent Volunteer Requirement

Parent/Guardian Volunteer Hours are a requirement for all families in our School System. Your students' success will greatly improve with your participation.

Each family **must participate in a minimum of twelve (12) Parent/Guardian Volunteer Hours each school year** to keep your child's seat in our system. If your children are enrolled in multiple schools, you may split your time as you see fit.

Each volunteer must have a background clearance on file at one of the City of Cape Coral Charter Schools. **An updated application must be completed each year to renew your clearance.** PLEASE NOTE: You will not receive credit for any involvement until your background clearance is complete. Parents will not be allowed in the classroom building if their clearance is not complete. No siblings are allowed to accompany parent volunteers while on school campus.

Once you are approved, you must check in and out at the front office each time you come on campus. If you do not check out properly, you will not receive credit for that time. **It is your responsibility to ensure that your time is accurate by signing in and out of the front office.** If you are helping "off-site" or "after hours", please fill out an "Off Site Hours Report Form" (available in the front office) and return it. Your form must have an authorized signature for you to receive credit.

Our school policy allows parents to volunteer up to one hour per week in their own child's classroom. If you have multiple children, you may be in each classroom for up to one hour.

Each family **must participate in a minimum of twelve (12) Parent/Guardian Volunteer Hours each school year** to keep your child's seat in our system. If your children are enrolled in multiple schools, you may split your time as you see fit.

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Our school policy allows parents to volunteer up to one hour per week in their own child’s classroom. If you have multiple children, you may be in each classroom for up to one hour.

Guidelines for School Involvement:

- Be dependable and reliable.
- Remember that you are acting as a role model.
- Dress appropriately.
- Keep every student’s schoolwork and behavior in confidence.
- Do not be disappointed if your child’s teacher does not need help.
- Check with your Parent Involvement Coordinators to find the job that suits you. (PTO)
- **NEVER** allow children to walk around campus unescorted.
- **NEVER** administer corporal punishment or determine punishment.
- **NEVER** contact parents regarding the performance or behavior of any student.
- **NEVER** take a student off campus without signing out in the front office.

Interim / Report Cards

Interim Report and Student Report Cards may be found on FOCUS.

School Supplies

It is the responsibility of the parent and student to be prepared for class each day. This includes supplies such as paper, pencils, markers, etc. The classroom teacher will offer a list of the supplies required for each grade level, and this list will be distributed prior to the coming school year. All requested supplies will be available at local retailers.

Parent-Teacher Organization (PTO)

All parents, teachers, and members of the PTO are invited to meet each month for the purpose of promoting the general welfare of the students and school. Helping with some of the PTO sponsored activities is one way to show your desire to be involved with your child's education. These hours count toward the parent involvement of our requirement for our school.

School Advisory Council (SAC)

The School Advisory Council consists of members representing parents, teachers, support staff, community members, and administration. Please notify the principal if you are interested in serving on the SAC.

The council serves as a resource to the principal and assist with the following:

- Develops, implements, monitors, and evaluates the annual School Improvement Plan.
- Advises the principal on matters pertaining to the school program.
- Initiates activities or programs to promote student welfare.