



**2017-2018**

## **Parent/Student Handbook**



3415 Oasis Boulevard

Cape Coral, FL 33914

Phone: 239-542-1577

Fax: 239-549-7662

[www.oasiselementaryschool.net](http://www.oasiselementaryschool.net)

Twitter: @OasisESpanthers

## **Vision**

“The Dream, The Future.

## **Mission**

Partnering for Excellence.

## **School Hours**

Classes:	8:30 a.m. - 3:30 p.m.
Office Hours:	8:00 a.m. - 4:00 p.m.
7:45 a.m.	Breakfast begins in cafeteria
8:00 a.m.	First bell – students may enter building
8:20 a.m.	Breakfast ends
8:30 a.m.	Tardy bell rings – students should be in their classroom
3:15 p.m.	Bus departure
3:30 p.m.	Car line dismissal begins

# Arrival/Dismissal Procedures

## Student Drop Off and Pick Up

Students should not be on campus prior to 8:00 a.m. Students transported by car should 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 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 7:45 am or after 4:00 pm. Students who have not been picked up by 4:05 p.m. will be supervised by the Cape Coral Parks and Recreation After-School Program at a daily rate. A student with any absence or more than 1 tardy is not eligible to receive a perfect attendance award.

## AM Drop Off Procedure

Drop Off Time: 8:00-8:30 a.m.

- ***Do not drop children off in the front parking area and have them walk through parked cars and traffic. ALL FAMILIES ARE REQUIRED TO USE THE CAR LINE***
- Enter the High School entrance. Go behind the High School and 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.
- Kindergarten Parents - For the first five days of school, you may park and walk your child to the door. We request that you do not remain in your child’s classroom past 8:45 a.m.
- 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 2:55 p.m.—lining up earlier interferes with the middle school dismissal.

- Pre-K, Kindergarten, and First Grade\*: Enter the High School entrance, same as in the morning, behind the High School Gym. Stay in left lane in a single file. At grass divide, turn left, and proceed to the side of the High School where we will divide lane. Stop at corner of Middle School until instructed to pull up in a double line, pick up, and merge at turn. **Right turns only onto Oasis Blvd.**

· Grades Second through Fifth: Enter the High School entrance, same as in the morning. When you get to the back of the High School, stay in right hand lane. Students will load from airnasium area. When you get behind the Middle School, begin to form two lanes. Stay at the designated area until called to advance and alternate to side of building. Merge with Pre-K, Kindergarten, and First Grade in the front of the school. Please be courteous. **Right turns only onto Oasis Blvd.**

### Bicycle Safety Rules

Bike riders must obey all traffic laws and signs when riding on roads. Riders must wear a helmet.

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 hover boards 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 prior to the start date so routes and times can be adjusted to accommodate all the students. No route changes can be made. If you desire bus transportation after school starts, you must fill out the Transportation Request Form. Routing takes approximately one week.

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 in the front, along the canopy in the morning and will be picked up on the north side of the building in the afternoon. We will hold cars until the buses are loaded and departed.

## 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 OCES 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:

- Follow all bus and bus driver rules
- Stay seated in assigned seat and facing forward
- Keep hands and feet inside the bus
- Respect others and others' property

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 Transportation Procedures

If a student needs to be picked up before the 3:30 p.m., dismissal time, and/or there is a change in the way your child will be sent home, a note should be sent that morning to the teacher. ***If an emergency arises, please notify the office by 3:00 p.m. Please limit such changes to emergencies only.*** 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.*

## 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. The receptionist will ask the teacher to excuse the child and have him/her sent to the office. **Parents should not call the office ahead of time and ask that their child wait for them in the office.** The student will be called for once the parent arrives. 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 usual bus, MUST obtain a note from the school office. No child will be allowed to dismiss from the bus ramp area unless there is a note from the office. 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.

## Inclement Weather

If lightning is in the area during our dismissal process, the line will be stopped and dismissal will be put on hold until the area clears. If this happens, all children will be taken to a safe area until the storm passes (cafeteria for K-1; gym for 2-5). Parents may walk to the cafeteria or the gym to pick up their children if they do not wish to wait for dismissal to resume. We will not bring your child to your vehicle if lightning is in the area. Walkers and bike riders will also be held in the hallway of the main building or the cafeteria.

## Pole Position

For the 17-18 school year, there will be (4) pole positions. This is the last year of this program. All those picking up their children will need to wait in the appropriate car line. You may not transfer this pole privilege to a relative or other family within the school.

## Walkers Procedure

WALKERS MUST SIGN UP IN THE OFFICE

Walkers must live within a one mile radius of the school in order to be considered a walker. In order to be a walker you must receive approval of 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 North Gate to be picked up by an approved guardian at 3:45 p.m. On rainy days we will allow the children to stay in the front office until the rain stops.

## Attendance

Every student is expected to be on time and present each school day. Regular attendance is essential for the overall success of a student. Parents are solely responsible for their children's regular school attendance.

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

**Reporting Absences:** When a child is going to be absent, please promptly report the absence to the school either by calling 239-542-1577 or e-mailing the teacher. Your message should include the child's full name, the date of the absence, and the reason for the absence. If you are unable to notify the school by phone or e-mail, a written excuse including the same information with a parent signature will be accepted upon the child's return to school. Students who miss school for more than three (3) days in a row will need a doctor's excuse.

**Excused & Unexcused Absences:** Only the school principal or designee is authorized to excuse an absence, and these may 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
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—24 hours fever free.

**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 are under the care of the Division of Children and Families, have a 30 day waiver of both health examination and immunization requirements.

## 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 all work missed.

## Tardiness

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

1. Parents must follow the same process to excuse a tardy as they do to excuse an absence.
2. 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.
3. Tardiness to any class without documentation may be considered unexcused.
4. Habitual tardiness is defined as six (6) or more tardies to school or to an individual class per quarter.
5. Principal has the discretion to excuse tardiness for extenuating circumstances.
6. Unless excused under the provisions of this policy, accumulated tardiness will be recorded as unexcused absences.

## Early Sign-Outs

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

1. No student shall be released within the final 30 minutes of the school day unless the principal/designee determines it is an emergency.
2. Excessive early sign-outs will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance.
3. Unless excused under the provisions of this policy, accumulated early sign-outs will be recorded as unexcused absences.

## **Birthday Celebrations and Snacks**

You are welcome to bring or send in treats for your child's birthday. The ideal treat is small cupcakes, cookies, or fruit. All student birthdays will be celebrated in the cafeteria during lunch. Please do not bring balloons, party hats or favors, toys, gifts, etc.



Birthday party invitations should only be brought to school if they are to be distributed to the entire class, all girls or all boys.

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 School 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](http://www.myschoolbucks.com)

If writing a check, please make checks payable to Oasis Charter Elementary School (OCES).

Prices: *(Subject to change)*  
Breakfast Price Daily - \$2.00  
Lunch Price Daily - \$3.25  
Extra milk - \$.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.

## **Cape Coral Parks and Recreation - Before and After School Care**

The City of Cape Coral Parks and Recreation Department will handle all of our child care needs. Please call Parks and Rec at (239) 540-1410 for information on program fees and hours of operation. There are no other supervision programs offered by the school before or after school hours.

## 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 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 we have a copy.

## Class Changes

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

Teacher requests are not permitted.

Class lists and other information for school will be made available on Open House/Meet the Teacher Night prior to the first day of school.

## 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 friends 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 24 hours without medication.
- Vomit and/or diarrhea free for 24 hours.
- Nit 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 moluscum 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.
- Provide a note from a licensed physician to the school indicating the child needs to use crutches.
- Provide a note from a licensed physician indicating the elevator is necessary.
- Provide a note from a licensed physician allowing permission in physical activity.

### 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 and be taken under supervision of school personnel. The parent must provide written permission on Form MIS 398 supplied by the school. If medication is to be given in school for longer than two weeks, a statement from the attending physician must also be provided on Form MIS 401 supplied by the school. (Unopened, if it is an over-the-counter medication.) No over-the-counter medicine such as aspirin or cough medicine will be given without the parent completing Form MIS 398 mentioned above. Cough drops may not be brought to school or used in school 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 a day 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 will bring credit to themselves, their parents/guardians, and to their school. 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](http://www.leeschools.net/code-of-conduct).

- Arrive to 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, and toys at school.
- Take home notes, weekly newsletters, and homework. 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 for the school by keeping all areas of the school clean and neat.
- Be kind, caring, and respectful to everyone.

### Color Code System

The color code system is to help the student follow room policy. Each student will begin each day on Green for Go! The list below defines the consequences for breaking room rules:

Purple	=	Above Expectations!
Green	=	Go! Great Day!
Yellow	=	Verbal warning/five (5) minute time out
Blue or Orange	=	Phone call or note sent home; additional time out possible
Red	=	Student is sent to the office; possible parent conference

### Bullying/Harassment

Section 1006.147, Florida Statutes, prohibits bullying or harassment of any student or employee of a public K – 12 educational institution. 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
- Threats
- Stalking
- Theft
- Cyber bullying
- Sexual, religious, or racial harassment
- Destruction of property
- Social exclusion
- Intimidation
- Physical violence
- Public or private humiliation

**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. For some, apps such as Bloomz or Schoology may be used.
- A school-wide newsletter will be sent home 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:

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

## **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; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members

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 Code Policy - Uniform School**

Boys/Girls:

Shirts: White, gold, black, and yellow polo uniform shirts with embroidered school logo.

These shirts must be ordered through school approved sites (listed below) and have appropriate school logo to be considered a school approved shirt.

Pants: Navy blue, black, or khaki uniform pants.  
Shorts: Navy blue, black, or khaki uniform shorts.  
Shoes: Comfortable sneakers and/or closed dress shoes.  
Socks: White, black or brown (footie or over the ankles) are preferred.  
Belt: Solid black or brown (1-1.5") (Recommended if pants have belt loops.)

Girls Only:

Jumper: Navy blue, black, or khaki uniform jumper with uniform polo underneath.  
Pants: Navy blue, black, or khaki uniform pants. Capri length uniform pants are acceptable.  
Skorts: Navy blue, black, or khaki uniform skorts.

Additional Items:

Physical Education Uniform: Students must wear sneakers to school on their P.E. day.  
Cooler Weather Clothing: Jackets and/or sweatshirts in white, navy blue, or black, if worn all day, plain in color; or if just for outdoor use, any coat is acceptable.

Items Not Considered Part of the Uniform Code:

- Cargo pants or shorts, boots, sandals, lighted or decorative shoes or shoes with wheels.
- Hair must be a natural color. Hair styles that are distracting or inappropriate for school are not permitted.
- Students will be permitted to wear nail polish as long as it is not a distraction. Jewelry should be limited to an appropriate necklaces, single bracelet, rings or earrings. Earrings should not be hoops. Student should not be wearing make-up or artificial nails.
- Bandanas, glitter, tattoos, and hair gel with colors should not be worn at school.

*The length of all shorts, skorts, and jumpers 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. Students will be given two warnings in a semester. The third infraction will result in a disciplinary measure.*

***Jeans may be worn on Fridays if a student is a part of our Jean Club. The Jean Club is \$20 to join for the entire year.***

Dress Code Violations

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.



## Acceptable Companies for Uniform Shirts

Uniforms can be ordered from the following vendors. **or you can take a plain uniform shirt and have the approved logo put on your child's shirt.**

Order forms are available online at [www.oasiselementaryschool.net](http://www.oasiselementaryschool.net) under the Parent Resources tab and Uniform tab.

Proamar America Corp.  
1113 SE 47th Terrace, #2, Cape Coral, FL 33904  
Tel: 239-205-5967, 786-406-9857  
Website: [www.emprintpac.com](http://www.emprintpac.com)

Matteo Graphics  
2309 Hancock Bridge Parkway (next to the Hancock Baseball Field), Cape Coral, FL 33990  
Tel: 239-652-1002  
E-Mail: [laura@matteographics.com](mailto:laura@matteographics.com)  
Website: [www.matteographics.com](http://www.matteographics.com)

SP Designs & MFG  
1215 S.E. 10<sup>th</sup> Street, Cape Coral, FL 33990  
Tel: 239-424-8060; Fax: 239-424-8032  
Website: [www.spdesignsmfg.com](http://www.spdesignsmfg.com)

Applestitch  
413 N.E. Van Loon Lane, Suite 103, Cape Coral, FL 33909  
Tel: 239-458-9700  
E-Mail: [luca@applestitch.com](mailto:luca@applestitch.com)  
Website: [www.applestitch.com](http://www.applestitch.com)  
Link: <http://companycasuals.com/oasiselementary/start.jsp>

## **Grading**

### Kindergarten

E = Exceeds  
S = Satisfactory  
N = Needs Improvement  
U = Unsatisfactory  
BLANK = Skill Not Yet Introduced

### 1<sup>st</sup> – 5<sup>th</sup> Grade

A = 100-90%  
B = 89-80%  
C = 79-70%  
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 school work 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 or more days late: up to a 50% deduction
- Work not submitted: a "0" will be entered into the grade book

It will be a grade level team's decision whether to offer or allow extra credit assignments. If a team does permit extra work, it will be limited per subject area.

## Report Cards

Report Cards will be issued quarterly every nine weeks. The Report Cards will be sent home with the students. Interim report cards (Mid-Terms) are sent home halfway through each quarter.

## **Lost & Found Items**

All personal belonging 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 given to Goodwill or a local charity.

## Music Program

A seasonal program will be presented by students in K-3rd grades. Dates and times will be announced.

## 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 school books and property must be returned and fees paid. A 24-hour notice is greatly appreciated.

## Visitors

We enjoy having our parents visit the school. For the safety and security of our students and staff, we must insist that everyone who enters the school property go directly to the office with a PHOTO ID to sign in and receive a sticker. The 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. You are welcome to join your child for lunch on any school day. Please, only take your child to eat in designated visitor areas. Remember, other children may have allergies.

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

## Volunteer Opportunities

### Volunteer Program

Parents or relatives must provide 12 hours of volunteer/involvement 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.

#### 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. You can join PTO at the first regular meeting of the year. A \$5.00 membership fee is charged per family for participation.