

OAKLEAF VILLAGE ELEMENTARY

410 OAKLEAF VILLAGE PARKWAY
ORANGE PARK, FLORIDA 32065
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Student Handbook

2015-2016



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Assistant Principal


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WELCOME

Dear Students and Parents,

Welcome to Oakleaf Village Elementary School. We are home of the . Our school colors are black and gold. Explorers are known throughout history as strong, intelligent individuals. They are people who are not afraid to learn and grow. Explorers embrace new beginnings and adventures just like we do at Oakleaf Village Elementary.

Many opportunities exist for students and parents to become involved with the school. Participation in afterschool activities and parent volunteer projects are just a few ways students and parents can support the school.

In this handbook, you will find valuable information regarding school policies and procedures. All policies and procedures are to create a safe learning environment for students. Please take time to read over this information with your child. The best way to find quick answers to your questions will be by referring to the handbook.

I look forward to our partnership in education.

Colette Wyant, Principal

SCHOOL OFFICES

Every faculty and staff member has access to a telephone and a personal voice mailbox. Questions and/or concerns should be directed to your child's teacher. In the rare event that the teacher is unable to assist you, please contact a school counselor or administrator.

Main Office	(904) 291-5458
Fax	(904) 291-5471
Web Site	http://ove.oneclay.net/
Address	410 Oakleaf Village Parkway Orange Park, FL 32065
Facebook	https://www.facebook.com/oveengage

ARRIVAL AND DISMISSAL

Cafeteria Opens	7:45 a.m.
First Bell	8:15 a.m.
Tardy Bell	8:20 a.m.
Car Riders /Day Care Dismissal	2:32 p.m.
Walkers/Bike Riders Dismissal	2:35 p.m.
Early Dismissal	11:45 a.m.

Early Dismissal Days will be as follows:

- Friday September 18, 2015
- Friday October 30, 2015
- Friday December 18, 2015
- Friday February 26, 2016
- Friday May 13, 2016
- Friday June 3, 2016

Oakleaf Village Elementary or the Clay County School Board cannot be held liable for any harm that may befall a student who arrives at school prior to 7:45 a.m. for breakfast or 7:55 a.m. for parent drop-off or is not picked up from school by 2:50 p.m. The only students allowed on campus before these hours are students who are participating in approved before or after school activities.

ARRIVAL AND DISMISSAL-cont'd.

Students arriving on campus at 7:45 a.m. must be eating breakfast in the cafeteria where they will be required to wait until they are released to class. All students eating breakfast are to enter the school through the doors by the cafeteria on parent pick-up B side. A teacher will be on duty at the doors to admit breakfast students. All other doors to the school building will be locked until 7:55 a.m. Starting at 7:55 a.m. students arriving on campus not eating breakfast are to sit quietly in the hallway outside of their classroom until their teacher admits them into class. Students arriving on campus after 8:20 a.m. must report to the office for a tardy slip before going to the classroom. For students who are not picked up from school by 2:50 p.m., parents will be required to sign them out in the front office.

Students who are habitually on campus before or after school hours will be referred to the school social worker. For your convenience, daycare is available through the YMCA before and after school in the cafeteria.

PARENT PICK-UP

Oakleaf Village Elementary will have two separate parent pick-up entrances. The entrances have been broken down by the neighborhoods zoned for Oakleaf Village Elementary in an effort to alleviate student/parent confusion and possible traffic congestion.

The entrances are identified as Entrance A and Entrance B and have been broken down as follows:

Entrance A: Plantation Oaks Blvd. Entrance

- SILVERLEAF
- PEBBLECREEK
- THE COTTAGES
- WORTHINGTON OAKS
- HEARTHSTONE
- HIGHLAND MILL
- CANNON'S POINT
- THE OAKS

Entrance B: Oakleaf Village Parkway Entrance

- NATURE'S HAMMOCK
- FALL CREEK
- TIMBERFIELD
- WAVERLY
- LITCHFIELD
- STONEBRIER
- PIEDMONT

Parents will be informed during orientation/student registration as to which entrance they should use.

Please adhere to all posted traffic signs when on campus. The speed limit is 5 miles per hour. No cell phone usage while driving on campus. Student drop-off and pick-up is allowed only in designated zones. Students are not allowed to use crosswalks without a parent/adult. No standing vehicles allowed on campus at any time.

Permission must be on file if someone other than the parent or legal guardian is permitted to pick up a student. Anytime someone not listed on the pickup list will be picking up a child from school, we require a written note stating that this person has a parent's permission to pick up their child. Please include the date and expected time of dismissal. Photo I.D. is required by all persons picking up a student.

If a parent loses parental rights through the courts, we must have copies of the legal documents stating this on file. Without copies of these documents, we cannot refuse to release a student to a natural parent.

EARLY CHECK-OUT

Early Check-Out will conclude each day promptly at 2:00 p.m. Parents will not be allowed to check out students after this time. Parents are strongly encouraged not to pick-up their child before the established dismissal times except for emergencies or when appointments are necessary. Students are expected to remain at school until 2:32 p.m. When students leave early, they miss valuable instructional time.

If a child is going to be picked up during the school day, it is helpful to send a note advising the teacher. The student will remain in the classroom until the parent arrives to check him/her out. Students will not be sent to the office to wait for early check out based on a note. Photo I.D. is required by all persons picking up a student.

ATTENDANCE

Research shows that one of the most important factors contributing to student achievement is school attendance. The School District of Clay County takes pride in offering quality education to all students, and believes that regular school attendance is a very important part of educational success. Although missed school assignments can be made up, missed instruction cannot.

Florida Law requires all children between the ages of 6 and 18 to attend school regularly. Students between the ages of 16 and 18 (with certain exemptions outlined in F.S. 1003.21) are exempt only if the parent has signed Intent to Withdraw Form. We encourage you to monitor your child's attendance, and contact us with any questions or concerns. School attendance can be followed by checking a student's interim reports and/or report cards or when in doubt, a parent/guardian can always call the school to check on present or past attendance.

If excused absences become excessive, medical documentation may be required by the principal to excuse further absences. If your child has a chronic medical condition that may lead to his/her absence from school on a regular basis, a doctor's statement is required.

Students with 5 or more unexcused absences in a month or 10 unexcused absences in 90 calendar days must be referred to the school's Attendance Team, and the school will attempt to set up a meeting with the parent or guardian to try to resolve the attendance problem. When a parent or guardian does not participate in activities requested by the school to improve school attendance, legal action may result in the filing of a Truancy Petition with the court or referral to the State Attorney's Office (F.S. 1003.24). To be habitually truant means that a student has 15 unexcused absences within 90 calendar days. (F.S. 1003.27).

Learnfare (formerly known as AFDC) requires children of cash assistance recipients to attend school regularly or they risk having their cash assistance reduced.

The following policies regarding attendance are in effect county-wide:

- Schools will contact a parent or guardian, wherever possible, to notify them of an absence.
- Following an absence, a note must be received from the parent or guardian no later than the 3rd day following return to school. Notes will not be accepted after the 3rd day and the absences will be considered unexcused.
- It is at the discretion of the principal whether absences for family emergencies or extended absences are considered excused or unexcused.
- Based on Legislation passed and added to the State Attendance Statute in 2006, schools can now take into account school time missed due to unexcused tardies and early dismissals, when, and if, legal action is being pursued. Once it has been determined that an accumulation of tardy and/or early dismissal time equals a full school day, that period of time will count as an unexcused absence. This unexcused absence can then be added to the unexcused absences the student has already accrued.

TARDIES

Late entry into the classroom interrupts classroom procedure and instruction, so please make every effort to be on time. A child will be marked tardy if he/she arrives after 8:20 a.m. Tardies are not reflected as excused or unexcused.

EXCUSED ABSENCES

Absences may be excused when it is due to personal illness of the student, serious illness or death in the immediate family, or if conditions exist making school attendance impossible or hazardous to health and safety.

Absences may also be excused when, in the opinion of the principal, the absence is to the educational advantage of the student. Absences may also be authorized to observe special and recognized holidays of a student's faith. All other reasons shall be considered unexcused.

It is the parent's responsibility to furnish a written excuse explaining the cause of each absence within three days of the student's return. Section 232 Florida Statutes provides that students whose absence(s) has been approved as "excused" will be able to make up assignments from their teachers upon their return to school. **A student is subject to retention if absent a total of 20 days in the school year.**

MAKE-UP WORK

Students are required to make up work missed due to **excused absences**. Students will be given a reasonable length of time to make up work, three days plus one day for each additional day's absence. Students are responsible for contacting teachers for work. Parents are encouraged to request assignments if they know their child will be out for an extended length of time. **A 24-hour notice for requested work packets is required.**

For pre-arranged absences all assignments will be given prior to the time of absence and will be due the day the student returns to school. Teachers will not be able to repeat in-class demonstrations, lectures, or instruction. Tests will be made up at the teacher's convenience.

ATTENDANCE RECOGNITION

Perfect Attendance is earned quarterly by a student having no absences, tardies or early check-outs. To be considered present, your child must be in class until 10:30 a.m. Students having no absences, tardies or early check-outs for the entire school year will be recognized either in the classroom for K-2 or at an end of the year awards program in grades 3-5.

BIKES-SKATEBOARDS-SCOOTERS

Bikes may be ridden by students and parked in the assigned areas. This is a privilege, and if abused, the right to ride a bike may be taken away. It is recommended that bikes be locked during school hours. By law, all children riding bikes are required to wear a bike helmet. Bikes are not to be ridden on sidewalks around the school at any time. County policy prohibits the riding of bikes, roller blades/skates, go-carts, scooters, and skateboards on any school board property.

CELEBRATIONS/BIRTHDAYS

Birthday celebrations are limited to store bought cupcakes, brownies, donuts or cookies with ingredients attached and may only be served in the cafeteria, unless other arrangements have been made with the teacher. We cannot accept homemade treats due to the numerous allergies on our campus. Additionally, treats may only be shared with the students in your child's class.

Deliveries of flowers and/or balloons for students are not allowed. Again, classmates may have allergies and it is a distraction to the learning environment.

CHECK POLICY

Your check is welcome! We accept checks under the condition that, if your check is returned or rejected for any reason, you expressly authorize your account to be electronically debited for the amount of the check plus a processing fee of \$30.00 or the maximum amount allowed by law. The use of a check for payment is your acknowledgment and acceptance of this policy and its terms and conditions.

CONDUCT AND DISCIPLINE

CODE OF CONDUCT

Clay County School Board has adopted a *Code of Student Conduct*. It is available for students and parents to review either on-line at <http://oneclay.net/code-of-conduct/> or parents may request a paper copy from the school. The parent and student acknowledgment form is to be completed and returned to the child's teacher.

The *Code of Student Conduct* and School Rules will be explained each fall to the children. Discipline procedures are outlined in the *Code of Student Conduct* including such procedures for students with disabilities.

METAL DETECTORS

To protect the health, welfare, safety and lives of students, faculty, staff and visitors to Clay County Schools, and to enforce provisions of the *Code of Student Conduct*, hand-held metal detectors may be used to scan and screen for firearms, knives and other metallic weapons.

POSSESSION/USE OF WIRELESS COMMUNICATION DEVICES

Students may possess a wireless communication device while on school property provided certain guidelines are followed:

1. Immediately upon arrival on campus the wireless communication device must be powered off. If the device is powered on, it will be interpreted as being "in use".
2. The device must be kept in a location out of sight throughout the entire day/function.
3. The device should be clearly marked with the student's name.

"Usage" of a wireless communication device on campus at any time will result in disciplinary action. Criminal penalties may result if a wireless communication device is used in a criminal act.

If a wireless communication device is taken from a student for any reason, the student's parent must pick up the wireless communication device from the front office at the end of the school day.

SCHOOL RULES

1. Students must walk bikes, scooters, and skateboards on school property. For the safety of the students, in-line skates, or Heelys are not allowed on campus.
2. Students involved with fighting or any physical conflict will be dealt with according to the Clay County Student Code of Conduct.
3. Bullying will not be tolerated. Any student suspected of bullying will be investigated and disciplined in accordance with the Student Code of Conduct.
4. **Toys are not permitted in school.** Items that do not enhance your child's education should remain at home. *Oakleaf Village Elementary is not responsible for any toys/items that are brought to school that may become damaged, lost, or stolen.*
5. Gum chewing is prohibited.
6. For the safety of our students and teachers, **rolling backpacks are only permitted in grades 3-5.** Inside school buildings, students will be required to carry all backpacks.

SEARCH AND SEIZURE RULES

Clay County School Board Notice to Students: Upon reasonable suspicion, lockers or other areas, i.e. backpacks, are subject to search for prohibited or illegally possessed substances or objects. This search will be conducted by the principal or his/her designee.

COUNSELORS

Guidance Counselors are available to the students, teachers, and parents for educational related questions or concerns. The counselors coordinate testing, assists with referrals, staffings and reviews for ESE programs, and conduct individual, small group and classroom guidance activities.

DRESS CODE

Oakleaf Village Elementary seeks to maintain an orderly environment. All students shall be properly groomed and attired when on school property or participating in school activities. The Administration has the authority to make the final determination related to school dress code issues, and reserves the right to establish rules during the school year regarding new fashion in dress.

The following guidelines concerning dress and appearance are to be followed:

1. Shoes must be worn at all times. Flip-flops, backless shoes, or high heels are **not permitted**.
2. Pants must be worn at the waist. If they are too loose, they must be belted at the waist.
3. Shorts and skirts are to be of modest fit and length. (Mid-thigh or longer.)
4. Halter tops, tank tops, and spaghetti straps are not permitted. Any garment which exposes the mid-section or revealing shirts may not be worn.
5. All types of hats, sweatbands, visors, and bandanas of any kind are not to be worn.
6. Shirts or other clothing with obscene language or imagery, tobacco, drug or alcohol related messages, or gang symbols may not be worn.
7. Anything which is a distraction to the educational learning environment such as: excessive make-up, hair coloring, etc. will not be permitted.

Sturdy shoes or sneakers, (**not** “Crocs or similar foot wear) are necessary for safety during Physical Education or recess. Students who come to school dressed inappropriately will be expected to change. Parents will be contacted to bring appropriate clothing.

FIELD TRIPS

Grade levels will schedule field trips for educational enhancement. Field trip forms will be sent home by your child’s teacher well in advance of a field trip. Due to bookkeeping and planning considerations, the deadline stated on the form is firm, and no payments after that date will be accepted.

Each classroom teacher will select an adequate number of chaperones. Chaperones will be chosen by the teacher and must pay at the time they pay for their child. If no payment is received by the deadline, another chaperone will be chosen. Chaperones must have a current volunteer form on file in the front office prior to the field trip date. Parents attending the field trip independently will not be considered school chaperones and will not be supervising children, including their own.

GRADES AND REPORT CARDS

Report cards reflect each child’s current level of mastery of appropriate educational expectations and standards. Grades will be earned in the following areas:

Kindergarten, 1st and 2nd grades:

Reading, Writing, Speaking and Listening, Language, Social Studies, Science, Mathematics, Personal Development:

- M = Mastery
- P = Progress toward Mastery
- I = Insufficient Progress

Grades 3 - 5:

Reading, Language Arts, Math, Science and Social Studies:

- A = 90 – 100
- B = 80 – 89
- C = 70 – 79
- D = 60 – 69
- F = 0 – 59

Report cards are issued 4 times per year. Interim reports are usually issued at the midpoint of each grading period; however, they may be sent out at any time during the nine-week period.

Both interims and report cards are available on-line through the Parent Portal Account, <https://focus.oneclay.net/focus/>. Parents may request a paper copy.

Report Cards will be available as follows:

- October 15, 2015
- January 7, 2016

GRADES AND REPORT CARDS-cont'd.

- April 7, 2016
- June 3, 2016

Interims Reports will be available as follows:

- September 16, 2015
- November 16, 2015
- February 18, 2016
- May 6, 2016

HONOR ROLL GUIDELINES

Honor Roll is only for grades 3-5. Conduct grades do not count toward Honor Roll.

All A Honor Roll

The 'All A' Honor Roll requires students to have A's in Reading, Language Arts, Math, Science, and Social Studies.

A/B Honor Roll

The 'A/B' Honor Roll requires students to have all A's and/or B's in Reading, Language Arts, Math, Science, and Social Studies.

Other Grade levels recognize academic success in various ways.

PROGRESSION THROUGH THE GRADES

Students who meet required academic standards are promoted to the next grade level at the end of the school year. Promoted will be marked on the report card on the last day of the school year. Students not meeting academic standards will be retained unless there is good cause to promote the student.

Teacher judgment is the key factor in the decision of promotion or retention.

Any student who does not meet the district levels of performance in reading, writing, science, and math or who does not meet the specific levels of performance on statewide assessments must be provided remediation through the implementation of interventions. The teacher will develop interventions in consultation with the parent and other appropriate school personnel. Interventions are designed to assist the student in meeting state and district expectations of proficiency.

According to FL. Statute 1008.25, any third grade student reading below grade level must show that the deficiency has been remedied by the end of grade 3. **Based on student scores on the statewide assessment test (FSA) in reading, students may be retained in Grade 3.**

RECOGNITION/AWARD ASSEMBLIES

Students in grades K-2 will be recognized by their individual teacher each nine weeks in the classroom with some of the following awards: attendance, citizenship, and resource. Each teacher has the option to include additional academic awards. All quarterly and year-end student recognition will take place in the classroom only; no formal award ceremonies will be held in these grades.

Students in grades 3-5 will be recognized by their individual teacher each nine weeks in the classroom with the following awards: attendance, citizenship, resource, A and A/B Honor Roll, and academic achievement awards. There will not be a formal award ceremony each nine weeks. At the end of the school year, grade level assemblies will be scheduled. At this time students will be recognized for their entire year accomplishments which will include: A and A/B Honor Roll, Perfect Attendance, and Accelerated Reader.

HEALTH AND SAFETY

CLINIC

The clinic is located in the front office and is staffed with a full-time RN and LPN. The nurses will give children what medical attention is allowed under county health policies; however, if a child has a high temperature or is clearly ill, the parent will be called to take the child home. A sick child should not be left in the clinic more than thirty minutes.

Medical Emergency Information should be on file for each student listing other adults authorized by the parent to take the child home when the parent cannot be reached.

DISASTER DRILLS

Florida Statutes state that regular fire and disaster drills take place in the schools. The purpose of these drills is to instruct teachers and students in a safe and orderly evacuation procedure should an actual fire or disaster occur.

HEAD LICE (PEDICULOSIS)

General Notice of Pediculosis Control Pediculosis has been a recurring human health related problem for thousands of years. In the past ten years, there has been a significant rise in the incidence of head lice. This is a national problem and Clay County is no exception. Each year hundreds of children lose valuable school time due to head lice. In an effort to contain this problem in the school, as well as the community, we would like you to read the following about head lice:

What are head lice?

A small wingless insect that infects the scalp of children and adults. They are only about 1/30th of an inch and have a life cycle of 30-35 days.

During this period, a female will lay approximately 90-150 eggs (nits) attached to the hair shafts on the back of the head, around the ears and nape of the neck. In 7 to 9 days, the eggs hatch and the immature lice reach maturity, ready to mate and start the life cycle over.

Transmission: How do head lice get from one person to another?

1. Direct contact with an infected person's head/hair.
2. Indirect contact, by placing clothing of an infected child with clothing of an uninfected child or by group use of personal items such as combs, hair brushes, hats or batting helmets.

Scratching the head or back of neck; white specks in the hair. Look for whitish eggs which can be mistaken for dandruff. Dandruff is easily removed, but nits (eggs) are glued to the hair shaft and difficult to remove.

A special medicated shampoo with specific instructions must be used. Kwell, Nix: A-200 Pyranate Liquid; Rid Liquid; Cupres Liquid; R C Spray - for spraying infected clothing, bedding and upholstered furniture. All may be purchased over the counter without a prescription.

INFECTIOUS DISEASE CONTROL PROCEDURES

In order to safeguard the school community from the spread of certain communicable diseases, the Clay County School District follows the recommendations provided by the Florida Department of Health and the Clay County Health Department.

MEDICINE

Children will not be allowed to take medicine at school without a written statement from the parent or without meeting the following:

1. Whether prescription or over the counter, **ALL** Medicine **must** be in the **Original Container**.
2. Prescription medications should have the doctor's prescription sticker attached to the medicine bottle/container.
3. Containers must include the following:
 - The name of the medicine.

MEDICINE-cont'd.

- The amount of the dosage.
 - The time it is to be administered.
 - The purpose of the medication.
4. **All** medication, including aspirin, etc. must be brought by an adult to the clinic.

HOME/SCHOOL COMMUNICATION CONFERENCES

It is important that the parent, student and teacher work as a team in the educational process. It is best to schedule the conference before coming to school to ensure there will not be a conflict with another scheduled activity. Conferences may be scheduled on any school day between 7:45 a.m. and 8:15 a.m. or after school hours except Wednesday. Conferences will be held only with legal parent(s) and/or guardian(s).

EMAIL

Teachers and parents may communicate via email. However, it is not possible to discuss a student by name or give personal information regarding a child. Email should be used for general communications. A parent having specific questions in regards to their child should contact the teacher by phone or schedule a conference.

HOMEWORK

Students may be assigned a reasonable amount of homework. It will be an appropriate extension of class work. Students should assume the majority of the responsibility for completing homework assignments.

We encourage parents to promote a positive attitude toward homework, to provide a consistent time and place for study, to assist with drills, and to be sure assignments are completed. Parents can best help by reading with their child each night.

LIBRARY BOOKS

Use of books from the media center is strongly encouraged. Books may be checked out for a week at a time and renewed once if necessary. Lost or damaged books must be paid for before checking out additional books.

LOST AND FOUND

Please label your child's (ren's) belongings in case they are lost. Children should check the lost and found in the Clinic. Unclaimed articles will be donated to a charitable organization at the end of each nine week grading period.

LUNCH/BREAKFAST PROGRAMS

BREAKFAST

Breakfast is served on regular school days beginning at 7:45 a.m. Please **do not** have children at school before 7:45 a.m. Breakfast will be served from 7:45 to 8:05 am.

LUNCH

A well-balanced, hot lunch is available for purchase each day, or a lunch may be brought from home. **Candy and carbonated beverages are not permitted during lunchtime.** Please refrain from sending these items to school.

LUNCH-cont'd.

Lunch is not served on early dismissal days. Breakfast is served on early dismissal days, unless otherwise noted. No opened food products or dairy products of any kind are allowed out of the cafeteria from breakfast or lunch.

All students are urged to participate in the hot lunch program. Students may pay daily, weekly, or monthly. Whenever possible, please pre-pay by the week or month. *Checks should be made payable to OVE Cafeteria.*

Students paying by the week or month should go to the cafeteria before school and pay the manager. They will be given credit for the number of lunches for which they pay. On the day a student receives his/her last pre-paid lunch, the student will be given a stamp so that the student and parent will know to bring money the next day.

Guidelines for students who bring their own lunches are as follows:

- Thermos' are to be non-breakable.
- Glass items are not permitted.
- No carbonated beverages or candy are permitted.

FREE/REDUCED BREAKFAST & LUNCH PROGRAMS

Applications for free and reduced lunches are distributed by the school; however, the Federal Government determines the family income that makes a student eligible. All parents are encouraged to complete an application. The application forms must be filled out each year. One form is used for all children in the family.

Random and selected forms are audited each year and may result in the termination of these lunch privileges if the information is found to be invalid. If your children received free or reduced lunch last year in Clay County, they will maintain that status until a new application is filed for 30 days after school opens.

Prices for School Lunches (may change)

- Student lunch with milk \$1.75
- Reduced lunch with milk \$0.40
- Student breakfast with milk \$1.25
- Reduced breakfast with milk \$0.30
- Adult Lunch \$3.00

Extra milk, juice and ala carte items may be purchased for an additional fee.

Clay County does not have a charge program at the school. They do have an online charge program at <https://www.myschoolbucks.com/>. Please allow up to a week for it to post into your student's lunch account. To access this go to our home page and click on Breakfast/Lunch menu, then click the online meal payment. If you do not have money for your child's lunch on a given day, please prepare him/her a lunch to bring. Students who lose or forget their money will attempt to reach parents to bring money to them. If this is impossible, food and milk will be provided for the student. No one will go hungry. This process is monitored by the cafeteria manager to ensure that no one is abusing the system. Parents may place restrictions regarding the purchase of ala carte items on their child's lunch account. Students with allergies that have medical documentation on file with the clinic will have restrictions placed on their account as appropriate.

PETS ON CAMPUS

Please be advised that due to several health and safety concerns, pets are not allowed on campus. Pets can become very nervous and show uncharacteristic behavior due to the confusion and all the little hands wanting to pet them.



PHYSICAL EDUCATION

Oakleaf Village Elementary is fortunate to offer an excellent P.E. program. Students who, because of illness or injury, are temporarily (1 to 3 days) unable to participate in physical education activities must present a note each time from their parent to the PE teacher explaining the problem.

Students who need to be excused from activities for a week or more must provide a doctor's excuse. If your child has any permanent physical restrictions or disabilities, please present a note from your child's doctor detailing the conditions and what the PE teacher may expect the child to be able to do.

RIGHT TO KNOW

As a parent of a student at Oakleaf Village Elementary, you have the right to know the professional qualifications for the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it.

Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the FL. Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the FL. Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

Requests for the above information must be made to the school administrators.

Annually, every parent and student has the opportunity to evaluate the effectiveness of instructional employees by completing annual improvement climate surveys. Additionally, parents and students may submit concerns or commendations relative to performance directly to the school principal or supervisor. Results are reviewed by school administration and assist supervisors in recognizing performance or identifying growth opportunities.

SCHOOL PROPERTY

Any student who damages school property will be required to replace the damaged property. Students are expected to take care of textbooks, library books or property issued to them. When a student loses or damages a textbook, he/she will be responsible for payment of the book(s).

TEXTBOOKS

Students will have textbooks assigned to them by their teacher. Students are encouraged to cover all textbooks to assist in keeping their books in good condition. Students losing or damaging a book shall be required to pay for such books. According to FL Statue, the failure to collect such sum upon reasonable effort by the principal may result in the suspension of the pupil from participation in extracurricular activities until the book is returned or paid for (FL Statue 233.34). Should a lost textbook that has been paid for be found, the money will be refunded. Students are permitted to take their textbooks home if necessary.

STUDENT INSURANCE

Student insurance is available to those who wish to purchase it. Checks are made payable to the insurance company.

TELEPHONES

Our telephones are for business and emergency use only. Parents should make arrangements in advance concerning rainy day transportation, clubs, and other after school activities. Students or teachers will not be called to the telephone during school hours except in case of emergency.

Parents are asked to contact teachers before or after the school day. Disruptions to the classroom reduce teaching and learning time.

VIDEOTAPING AND PHOTOGRAPHY

Many students may be filmed or photographed throughout the year for outstanding accomplishments.

VIDEOTAPING AND PHOTOGRAPHY-cont'd.

Videotapes may be aired on Clay Cablevision or used at local, state, or national conferences or workshops. Photographs may be placed in the newspaper or on our school's website or Facebook Page.

Students may also have their work displayed on our school website, Facebook Page, school newsletter or in local businesses, malls, or other public places. Any parent objecting to their child's photo or work being publicly displayed must notify the school in writing within 48 hours of the child's enrollment.

VISITORS

ALL visitors to the school campus **MUST** check in at the Front Office. A picture ID will be required of all visitors.

We must insist on this to maintain the safety of all students. Children not enrolled in this school may not visit the classrooms during school hours.

VOLUNTEERS

We offer many exciting opportunities for parents to get involved in their child's classroom and school. We encourage and welcome parents to volunteer at Oakleaf Village Elementary. We only ask that you make arrangements with the classroom teacher before arriving on campus.

VOLUNTEER'S RIGHTS AND RESPONSIBILITIES

Volunteers:

- **MUST** fill out a county volunteer application form.
- **MUST** sign in and out in the school's front office.
- **ARE** subject to background checks at the request of the Principal.
- **ALWAYS** work under the supervision of a teacher or administrator.
- **ARE NOT** to be left alone with a child or with a class except in circumstances approved by the Principal.
- **ARE NOT** to discipline students but should refer the matter to the supervising teacher.
- **SHOULD NOT** have access to the files or permanent records of students.
- **SHALL** maintain strict confidentiality with all school or classroom information to which they may overhear or have access to.
- **MAY NOT** give medication to students.
- **MAY NOT** bring pre-school children, not registered at the school where they volunteer, unless permission is given by the Principal.
- **MUST** serve as positive role models.
- **SHOULD** comply with the school's dress code for teachers.
- **WILL** work within the guidelines established by the Superintendent and School Board.
- **MUST** have a clear understanding of all state and district instructional practices and policies relevant to volunteer responsibilities.

Volunteers May NOT:

- Establish educational objectives.
- Evaluate student progress.
- Make decisions regarding the relevance of certain activities or procedures to the attainment of instructional objectives.
- Make decisions regarding the appropriateness of certain teaching materials.
- Have access to permanent student records and/or student grades.
- Conduct duties or tasks that belong to teachers, such as grading papers, disciplining students.

WEBSITES

Oakleaf Village Elementary maintains a website with information for parents regarding registration, hours of operation, student handbook, lunch information and current messages/information. The school website address is: <http://ove.oneclay.net/>.

WITHDRAWALS/TRANSFERS

When planning to withdraw a student from school, parents should notify the office and/or teacher at least five (5) days prior so that records and reports can be completed. All textbooks and library books should be returned or paid for prior to withdrawal.