

*Patriot Oaks*



## **Student & Parent Resource Guide 2016-2017**

**Emily Harrison, Principal  
Jeff Stoddard, Assistant Principal  
Ashley McCormick, Assistant Principal  
Dianna Carlson-Bright, Assistant Principal**

## **ACCIDENTS**

Every accident occurring on school grounds or at any school-sponsored event should be reported to the supervising staff member/adult and to the front office immediately.

## **ADDRESS, TELEPHONE NUMBER AND EMAIL CHANGES**

Please notify our office immediately if there is a change in address, telephone number, email, or emergency contact. This information is very important in case your child becomes ill or injured.

## **BLACKBOARD CONNECT**

BLACKBOARD CONNECT is a rapid phone notification system provided by our school district to communicate important or emergency information efficiently and rapidly to our parents. This system will be used primarily to provide accurate information to parents about scheduled events and any safety issues. We will also use the system to report student absences as applicable.

## **ACCELERATED READER**

Accelerated Reader, or AR is used in our 2-5 classrooms to help support literacy. Students may access their accounts from home and school. Students have access to 100,000 quizzes through this reading incentive program, and quizzes may be taken at school. Students will receive recognition for meeting AR goals. For more information, please contact our Media Specialist, Dave Richards. Accelerated Reader can be accessed at <https://hosted81.renlearn.com/707343/>

## **ATTENDANCE**

The importance of regular attendance cannot be over emphasized. All students should be in school every day they are physically able. It is extremely difficult to successfully keep up with class work if attendance is irregular. The school requests that parents and students thoughtfully consider the effects of any absence other than one of a medical or family emergency. Families are discouraged from taking students out of school prior to a school break. Absences for vacations will be considered unexcused. Whenever possible, regularly scheduled medical appointments should be made after school hours.

Students having five unexcused absences within a calendar month or ten unexcused absences within a 90 calendar-day period shall be reported to the

principal/designee to secure and determine rationale for such absences. If a student is absent more than fifteen days, it is the responsibility of the parent or guardian to provide a doctor's note. A student must be in school the entire day in order to be considered for perfect attendance.

*Excused absences include:* Personal illness, family emergency, death in the family, religious holidays of the student's established religious faith, required court or law agency appearances, public functions, state competitions, scheduled doctor or dentist appointments.

*Unexcused absences include:* shopping trips, pleasure trips, suspension from school, appointments without prior approval except in case of emergency. For a complete list of excused and unexcused absences, students and parents should refer to the Student Code of Conduct.

A student who is ill should be checked out through the main office. Teachers will be informed of students dismissed for illness. Students who are ill or who are suspected of having a communicable disease must be removed from the classroom according to school policy. To prevent the spread of infection through direct contamination (coughing, sneezing, talking, sharing articles, etc.), students must be asymptomatic before returning to school. In other words, students must have no fever, vomiting, etc. for 24 hours prior to their return to school, or have a physician's note stating that the student is not contagious and/or is under treatment. Absences - Parents must notify the school, within 48 hours, of their child's absence by way of a written note. The note should include the child's name, the child's classroom or homeroom teacher's name, the date and an explanation of the absence, and a parent signature. Failure to bring in a note will result in an automatic unexcused absence. Based on district policy, any student who checks-out prior to 11:40 a.m. is considered absent for the entire day. Patriot Oaks Academy has six hours and 20 minutes of academic time each day, making the half-day mark fall at 11:40 a.m. If your child is ill and absent for two days, contact our office by 10:00 a.m. to arrange for the school work your child has missed. Any student who is absent must make his/her own arrangements with the teacher to make up the missed work. Students with an extended illness may qualify for the Home/Hospital program. For other

extended absences, please notify the principal, in writing, prior to the absence. Please do not schedule vacations during assessments or quarterly exams.

### **BACKPACKS**

Students may carry backpacks to and from Patriot Oaks Academy. All backpacks must be kept in homerooms for K-5th grade students. Middle School students are allowed to use string bags throughout the day. A doctor's note is mandatory for any student requiring a rolling backpack.

### **BIRTHDAYS AND CELEBRATIONS**

Snacks/treats are allowed only with permission and under the direction of the classroom teacher (critical due to medical complications caused from various food sources). Healthy snacks are of great preference. Food must be served in the commons area or any outdoor picnic areas, as pre-arranged with the teacher. Birthday treats will only be permitted in the cafeteria or common areas. There must be enough snacks/treats available to serve each student within a given classroom who may wish to participate. Balloons, signs, banners, flowers or gifts are not permitted at school. Photography of students during these events is not permitted. Donations of books to the school library, in honor of a child's birthday or other special event, are welcome.

### **BULLYING**

Bullying is prohibited. According to (s. 1006.147 F.S.) St. Johns County's Student Code of Conduct defines bullying as systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. All cases of bullying should be reported immediately and will be handled in accordance with school district policy.

### **BUS REGULATIONS**

<http://www.stjohns.k12.fl.us/transportation/routes/>

Students are given the privilege of using the transportation services of the St. Johns County School District. Standards of discipline must be maintained at all times, in order to satisfy safety requirements. Whenever a driver must direct his/her full attention away from the road, danger exists. No student will be allowed to endanger the other students on the bus. Parents are not to board the bus at any time. A complete list of bus regulations is available in the Student Code of Conduct. Parent requests or complaints regarding bus service should be directed to the

transportation department at 547-7810.

### **CHARACTER COUNTS!**

The St. Johns County School District, along with area businesses, youth organizations and civic groups, selected the national character educational program of CHARACTER COUNTS! as a county wide initiative to instill positive character traits in our young people. As adults, we are responsible for modeling appropriate behavior, which has been proven as the best way to teach character in others. Patriot Oaks Academy provides character education based on core ethical values, in particular the Six Pillars of Character. The pillars are: TRUSTWORTHINESS, CARING, RESPECT, RESPONSIBILITY, CITIZENSHIP, and FAIRNESS. We also teach character lessons through operation. We hold quarterly celebrations recognizing students who were nominated by their teachers and peers. Please contact Millie Sierra in our Guidance department for more information.

### **CHILD ABUSE REPORTING**

School teachers and other personnel are mandatory reporters under the Florida child abuse reporting laws. Please understand that we must take our obligations seriously and if we assess that a situation requires it, we will make a report to child abuse authorities of situations that we reasonably suspect constitute abuse, neglect, or abandonment. Depending on the circumstances, we may not be able to communicate with parents about the report until authorized by child abuse authorities to do so. We ask for your understanding as we do our best to protect the children under our care.

### **CLINIC**

The clinic is for temporary first aid only. Students will be sent home if there is evidence of vomiting, diarrhea, or a temperature of 100F or higher. It is expected that students remain home for an un-medicated 24 hour symptom-free period, or as directed by a doctor's note. Please let our nurse know of any allergies.

### **MEDICATION**

If a child needs to take a prescribed or over-the-counter medication during the school day, a parent or guardian must bring the original bottle of medication to the office and with a completed medical authorization form signed by the doctor. Both prescription and non-

prescription medication are not to be transported to and from school by students. A medical authorization, signed by a doctor, is required for dispensing over-the-counter drugs such as Tylenol or cough syrup. Please note: all medication must be picked up in the clinic by the last day of school, otherwise it will be destroyed. Please contact the Nurse for more information.

## **COMMUNICATION**

The school works very hard to keep parents informed and the lines of communication open. Parent concerns regarding individual students should be directed first to the appropriate teacher — every effort will be made to solve any issue. A weekly folder including children’s work and other pertinent information and notices will be sent home each week. We do not want you to miss any important information communicated. For regularly updated news and information visit our website. We also utilize BlackBoard Connect and Remind for important reminders. Please see our website for more information.

**Conferences** - Parent and teacher communication is vital to the success of your child. To contact a teacher or make an appointment, you may call the school to leave a message, send the teacher an e-mail, or send a note to the teacher with your child.

**E-Mail** - All staff at Patriot Oaks Academy can be reached by e-mail, with a reply within 48 hours. Staff email addresses can be located on our website. Email is not accessible to staff during the school day. Should you need to contact a staff member during the academic day, call the school office at 904-547-4050.

**Home Access Center (HAC)** - This is a web-based application that allows parents to view their child’s educational information. Parents will need to obtain their user name and password from the school. Instructions and further information can be retrieved from the district website [www.stjohns.k12.fl.us](http://www.stjohns.k12.fl.us) under the heading “For Parents and Students”. Additional information can be found on our school’s website under “Home Access Center.” The website is <http://parents.stjohns.k12.fl.us>.

**School Closings** - Local radio and television stations will carry all school closing

announcements due to inclement weather or other emergencies by 6:30 a.m. whenever possible.

**Teacher Websites** - Each teacher, or in some cases grade levels, maintains a website that provides specific classroom information, activities, and student assignments. Websites are updated weekly.

**Visiting Classrooms** - Parents may visit classrooms only with the pre-arranged permission of the teachers. “Drop-ins” are not permitted. All visitors are required to sign in at the front office. For the safety of all students, parents and visitors are not allowed to go directly to any area in the building without permission. Because our staff has required duties and meetings, we are unable to accommodate parents who do not have a scheduled appointment. We are unable to allow unannounced classroom visitations prior to the beginning of the school day. Parents may not walk students to their classrooms.

**School Website** - Communication is the key to a successful school/home partnership. Our school website provides information about upcoming events: [www-poa.stjohns.k12.fl.us](http://www-poa.stjohns.k12.fl.us).

## **COMPUTER AND SYSTEMS USAGE POLICY**

Please refer to the Student Code of Conduct for details about this district policy.

## **DISCIPLINE**

Discipline at Patriot Oaks Academy is thought of in terms of academic discipline as well as behavior. Children are expected to interact with one another in a positive, constructive manner so as not to impede the process of learning whether it be a game on the playground, a social studies lesson, or an art or music experience. Self-control, proper language, and respect for peers and adults is emphasized and expected. We want parents to reinforce these feelings as well. Academic discipline is a realization on the child’s part that classwork and homework are expected to be completed in a timely and neat manner. Incomplete assignments and failure to prepare properly, lead to the child being under considerable pressure. Parents are asked to encourage academic discipline but not to create unreasonable expectations for their child. Our faculty is a caring and supportive group of professionals. They have a very keen sense of the individual and varied

needs of the children. Discipline problems are dealt with for the most part by teachers with the full support of the school administration. We hope to have very few problems because of the great support and interest of our teachers and parents in the children. All discipline communication will run through the Dean's Office.

### **ARRIVAL AND DISMISSAL AND DAILY SCHEDULE**

To ensure your child's safe and prompt departure from and arrival to school, please adhere to the following procedures:

1. **Instruction begins at 8:30.**
2. Utilize the entrance roadway on Longleaf Parkway for all grade levels. Drop off begins at 7:40a. If you are dropping students off for Extended Day, you may do so in the Islebrook (bus loop) drop off until 8:00a. Children should exit and enter only from the right side of the vehicles. Safety Patrols and Faculty will assist. Cars should not be parked and left unattended during peak hours in the morning and afternoon. Visitors to the school office should park in the parking lot.
3. Children should proceed immediately to their classrooms when dropped off.
4. 3. Fire Department regulations require parents to remain with their cars at arrival/dismissal times and maintain a single line only. 4. All roadways in the immediate area of the campus are heavily traveled and caution is urged at all times. No children should be picked up or dropped off in the parking area.
5. Parents should utilize the car hangers provided in order to help identify cars and keep our children safe.
6. Note: Parent pick-up students, not picked up by 3:15 p.m. or by 2:15 p.m. on Wed., will be brought into our Front Office. Parents must sign their children out after this time.
7. Drivers are required to follow the instructions of the staff in order to keep the pick-up line moving safely.
8. Students are not permitted on campus prior to 8:00 a.m. unless they are registered with the Extended Day Enrichment Program or being dropped off at Parent Pickup (7:40).
9. Dismissal during inclement weather may be lengthy; however, we appreciate your patience and cooperation in the safe dismissal of all children.

10. For the safety of all children and staff, we highly discourage use of cellphones when driving on campus.

### **DRESS CODE**

Patriot Oaks Academy remains focused on academic excellence, and dressing appropriately for school will help students remain focused on high achievement. Cleanliness, good grooming, neatness and modesty are important standards of appearance. The administration has the discretion to determine what is appropriate and inappropriate any time during the school year. Please review the dress code before planning a shopping trip for school clothes.

- Leggings, J'eggings, tights and 100% spandex garments must be covered by an approved outer garment that covers the area from the waist to four inches above the knee.
- No sleeveless clothing or muscle shirts
- No tank tops, midriff or revealing clothing
- No clothes with holes, rips, tears or frays
- No dog collars
- No spaghetti straps, strapless tops or strapless dresses
- No underwear worn as outer apparel
- No pajamas worn as clothing or breakaway sports clothing
- No bandanas, gloves, or heavy chains
- No flip-flops, house slippers or backless shoes
- No steel-toed boots, platform shoes, or roller-skate shoes
- No extreme make-up or hair styles (no shaved Mohawks, no numbers or letters may be shaved into the sides/back of heads)
- No facial piercing
- No markings to include ink or marker
- Belts, overall and suspender straps must be fastened and worn appropriately at all times.
- Shirts do not have to be tucked in unless the shirt is determined to be a hazard or a distraction by the administration.
- Hats, caps, visors or other headgear worn to school may not be worn in school. These items must be placed in lockers/designated areas and may not be removed until students are dismissed to go home.
- No shirts with profanity or inappropriate slogans or advertising alcohol, drugs, sex, weapons, racial and/or ethnic slurs, sadistic or violent themes (including confederate flags)

- No rings with sharp points or rings that cover more than one finger
- Students are not to write, apply glitter or place stickers on their bodies.
- All dresses, skirts, and shorts must be hemmed and worn no shorter than four inches above the knee.
- Pants must be appropriate length and not touch the floor.
- ALL pants must be worn on the waist or with a belt.
- No pants with words or slogans printed on the seat
- ANYTHING not mentioned above that is considered a distraction to the learning environment by the administration

**Dress Code Violation Procedures:**

1. The parent will be asked to bring a change of clothing to school if the student does not have an appropriate change of clothes.
2. The student will wait in in-school suspension until the appropriate change of clothing arrives.
3. If a parent is unavailable, the student will be sent to in-school suspension for the remainder of the day.
4. If we have appropriate clothing, we will provide a change of clothes for the student, and the student will be sent back to class. Middle school students may be asked to change into their PE uniform.

**EARLY CHECK-OUT**

Parents must provide a written excuse for any student requiring early checkout. The time and reason for leaving school should be included. Students will turn in the request to their teacher in the morning and will stay in class until someone in the front office calls for them to be dismissed. Children will be released only to their parents or to individuals named on the Emergency Card. Students may not be checked out later than 2:20 p.m. each day and 1:20 p.m. on Wednesdays.

**EDMODO**

Several teachers utilize Edmodo, an online extension of learning for their classroom. Students can submit assignments, ask teachers questions, and more. Please check with your child’s teacher if they are using Edmodo in their classroom.

**ELECTRONIC DEVICES**

Patriot Oaks Academy is not responsible for lost, stolen, or damaged cell phones/electronic devices.

**EMERGENCY DRILLS**

Emergency drills will be conducted throughout the school year. We conduct monthly fire drills as required by the Florida Fire Prevention Code. We will also practice drills for the following scenarios: severe weather, bomb threat, lockdown, and shelter-in-place. Our severe weather drill relocates students to safer areas of our buildings. A bomb threat may require a building evacuation and/or an off-site evacuation. Our emergency off-site evacuation location is the Durbin Park located on Islebrook. A lockdown procedure is used to secure the campus from a potentially dangerous intruder or other threatening or hazardous condition. The shelter-in-place drill is a short-term solution to a short-term problem. This short-term measure is designed to use a facility and its indoor atmosphere to temporarily separate people from a hazardous outdoor environment. Our school district also requires bus evacuation drills for our bus riders. Safety is of the utmost importance.

**EXTENDED DAY ENRICHMENT PROGRAM**

The Extended Day Enrichment Program is operated for the convenience of working parents. It provides an extended day that compliments and coincides with the philosophy of our school. The Extended Day Enrichment Program is closed on all days that school is closed. For more information regarding our Extended Day Program, please contact Ms. Kathy Brandt at 904.547.4050.

**FIELD STUDIES**

Educational field study trips are planned by grade levels and by certain clubs and organizations. When a child’s history suggests that he/she is likely to present a discipline problem which jeopardizes his/her safety or the safety of others, that child may be denied permission to participate in a field study. No children, including siblings, relatives, or friends, may attend a field study unless they are part of the group for whom the trip was arranged. Only parents and guardians of children for whom the trip was arranged may serve as chaperones and must be approved and cleared through a criminal record check. All participating students must ride the school bus to and from those field study trips that begin and end during the regular school day. Parents may elect to transport

their own children to a field study or an event if it occurs outside of the hours for a regular school day. Administration reserves the right to revoke field study privileges, deny refunds, or approve alternative means of transportation on an individual, case-by-case basis.

### **FOOD ALLERGIES**

The school cannot guarantee that a student will never experience an allergy-related event while at school but we are committed to student safety, and therefore have created this policy to reduce the risk that children with allergies will have an allergy-related event.

The school recognizes that allergies, in some instances, may be severe and even occasionally life threatening. For children with severe allergies, it is the family's responsibility to notify the School, in writing, of the allergies at the time of admission or immediately following diagnosis; whichever is first. The school nurse and campus administrators will work with parents to determine the feasibility of protocols and to create an action plan. The School is not a "peanut free" school; however, we will notify classmates of children with severe allergies and request that parents not send snacks or lunches to school that contain peanuts, tree nuts, or nut oil products. **All common areas (hallways) of the school, are strictly nut-free. For snack time, we ask that parents provide a snack that is nut-free.** We also offer a Peanut Free table in our Cafeteria for all grades, where students with a peanut allergy or sensitivity may sit.

We cannot guarantee that products with nuts will never be present as we cannot monitor products sold at athletic events or special student sales, products brought for potlucks or celebrations, or served on off campus trips. Therefore, persons with severe food allergies must carefully monitor their food in these situations.

### **FORGOTTEN MATERIALS**

The front office will be happy to place forgotten homework, PE uniforms, band instruments, school supplies, or projects in the Teacher's box. Students are responsible for bringing these items to school therefore class will not be interrupted. The only exception to the policy is a student's lunch or lunch money.

### **GRADES**

Grades reflect the skills a child gradually develops to become a student. These include self-discipline, learning to study, responsibility, ability to question and reason,

and comprehension. Please do not let your child's grades reflect your ability as a parent. Parents should give support, direction, and concern to their child; however, a "finished-for-them" project or assignment is not productive and frustrates a teacher's attempt to pinpoint specific difficulties a student may have.

### **GRADING SCALE**

The Governor and Legislature of the State of Florida has set the following grading scale for all students in public schools in the state:

A.....	90-100%.....	Outstanding Progress
B.....	80-89% .....	Above Average Progress
C.....	70-79%.....	Average Progress
D.....	60-69%.....	Lowest Acceptable Progress
F.....	0-59%.....	Unacceptable

#### **Progress**

Grades K-2 report cards reflect a different model. Please refer to the St. Johns District County School website for more information.

### **GUIDANCE**

The school counselors provide guidance services. The primary function is to assist students with their educational and personal development. This is carried out through classroom programs, individual and small group counseling with students, conferences with parents and teachers, individual educational testing, and working with the MTSS/Rtl Team.

### **HEAD LICE**

Please do not be overly alarmed if your child develops head lice. Any child with head lice or nits may not attend school by order of St. Johns County Health Department. Students with head lice are permitted three excused absences. Our procedures are as follows:

- Any child found to have head lice or nits will be isolated and sent home. A call will be made to a parent to pick up the child immediately. The child will be excluded from school until he/she is completely free of live lice and nits (eggs).
- The school nurse will examine the child prior to admission back to school. A parent must accompany the child for this examination. Should the child still have lice or nits, he/she MUST leave the school premises for treatment.
- A letter will be sent to parents of all children in the classroom to inform them of how to detect head lice and its treatment. Other children in

the class may be checked for lice.

### **HEALTHY INITIATIVE**

Patriot Oaks Academy Healthy Initiative Plan provides students with healthy options in our lunchroom by providing fruits and vegetables. Cafeteria items are always baked and never fried. Cookies, ice cream, and other high sugar /high fat products are not available to students through the lunch program. For safety reasons, please do not send sodas or other drinks in glass containers. In addition, students in grades K-5 will participate in 30 minutes of physical activity daily. Please partner with us to instill and develop healthy habits in our children.

### **HOMEWORK**

Please check Home Access Center for assigned homework assignments for middle school students. Elementary school students are expected to read and practice math facts every day. Prescriptive homework may be assigned to individual students.

### **ILLNESS**

If a student is not feeling well, he/she should inform the classroom teacher and will be sent to the nurse, as needed. Every effort will be made to contact the parent. Students will be released for medical reasons only with permission from the parent/guardian or from the person designated on the Student Emergency Information Form.

Students who are absent from school for the following reasons require a physician's statement confirming the student's ability to return to school and any necessary limitations or restriction:

1. Measles, mumps, chicken pox, ringworm, scarlet fever, strep infection, mononucleosis, hepatitis, pink eye.
2. Absence due to an extended illness or surgery.
3. Students who may not participate in sports or gym classes following an extended illness or surgery.

### **Inclement Weather Dismissal Procedures**

On days when there is lightning and/or it is raining heavily at the end of the school day, the school will hold all bike riders and walkers up to one-half hour, or until the storm ceases.

Please make prior arrangements with your child for rainy day transportation. Changes called in to the front office must occur before 2:15pm (1:15pm on Wednesdays).

When your child comes to school, he/she should know what to do when school has rainy day dismissal. Please make it clear to your child if you intend to pick him/her up in case of severe weather.

Dismissal procedures were discussed at the beginning of the year at your child's orientation, or individually, for parents to provide instructions for teachers on rainy day dismissals. If you plan to vary from the procedure you established for your child at the beginning of the year or at the time of enrollment please send a note to the teacher, otherwise we will adhere to the initial directions you provided at the beginning of the school year. If you are newly enrolled to Patriot Oaks Academy, please communicate your plan to your child's teacher(s).

If the weather is severe enough to detain students for an extended period of time, a "Remind" text message will be sent out.

Unless lightning and heavy winds and/tornado warnings are in effect that would prevent bus students or car riders from dismissing, they will be dismissed using no more than slightly modified variations of our current practice.

As weather conditions change, it may be necessary to alter plans. We always consider student safety first. We will work diligently to expedite dismissal as much as we can and we appreciate your patience as we continue to learn about our community and the methods that work best in each situation.

#### **Types of Dismissal-**

Regular Dismissal- no change to routine

Rainy Day Dismissal with no delays- light rain and otherwise no change to dismissal

Rainy Day Dismissal with mild delay- heavy rain/lightning with an approximate 10-20 minute delay in dismissal, bikers/walkers held and then dismissed when rain/lightning subsides. If parents meet their child

off campus, they should wait until a "Remind" text is sent with the status update. Parents are NOT to check students out through the front office. (This caused delays when we tried it last time.)

#### **Rainy Day Dismissal with significant delays-**

This method is utilized only when we MUST for student safety. It is marked by heavy rain/lightening with a delay in dismissal that extends beyond crossing guard times, bikers/walkers will be held in the cafeteria. Parents may WALK onto campus to pick up only bikers and walkers from the cafeteria area. Parents may also pick up their child by going to the parent pick up line and asking for their child to be called from the cafeteria. All other students will be picked up through the parent pick up line. Parents will NOT be allowed to park in the staff parking lot and walk up. (This caused delays when we tried it last time.)

If it becomes possible to dismiss students, we may release those students who utilize the Islesbrook exit.

#### **Additional Communication possibilities-**

We will communicate with other parents to determine additional methods for release, especially those who must cross Lingleaf Pine Parkway.

Because we recognize the hardship this places on families, our staff will stay with students in the cafeteria until they are picked up, as late as 6:00 pm.

We will work to make this process as smooth and efficient as possible. With over 1,000 students who are car riders, bikers or walkers, we have these procedures in place to maximize safety and efficiency.

Thank you for your patience as we adjust our procedures to meet the needs of our growing community.

#### **ITEMS BROUGHT TO SCHOOL**

Animals- Animals should not be brought to school.

Aerosol Cans or Pump Sprays- Students are not permitted to have aerosol cans or pump sprays at school to include those containing food or used for personal hygiene.

Balloons- Having balloons delivered or brought to school is not allowed.

Bicycles- Students riding a bicycle (or skateboard) to school must wear a helmet. (s.316.2065 F.S.). Once on campus, bicycles and skate boards must be walked, parked, and locked in the bike rack. Roller blades and scooters are not permitted on school grounds.

Cards- Playing or trading cards are not allowed at school.

Chewing Gum- Students may NOT chew gum at school. Patriot Oaks Academy is not responsible for any personal electronic devices that are lost, stolen, or damaged in the event that any device is brought to school.

Wheeled devices- Scooters, hee-lies, or roller blades may not be brought to school for any reason.

Toys- Toys should not be brought to school. Bringing a toy gun or any other toy weapon to school without the permission of the principal will result in suspension.

#### **IXL**

IXL is a resource available to our K-5 students to help students increase their math proficiency. Students are able to access their accounts from home and school at <http://www.ixl.com>. Please contact your student's teacher for more information.

#### **KHAN ACADEMY**

Khan Academy is a free resource that is used by many teachers in our school. Khan Academy is a great resource for parents to help their students in a multitude of subject areas. It is suitable for all grades. You may access Khan Academy at: <http://www.khanacademy.org>.

#### **LOCKS AND LOCKERS**

Lockers will be assigned at the beginning of the year to all middle grade (6-8) students. All students must use a combination lock(s) provided by Patriot Oaks Academy. A deposit of \$5.00 will cover PE, band, and homeroom lockers. Parents may ask for the deposit returned through a written request received by the school's bookkeeper no later than twenty days prior to the last day of school. Only locks provided by Valley Ridge Academy are permitted. Students are REQUIRED to use a school issued lock on homeroom, band, and PE lockers at all times. It is very important that students keep their locker combination confidential so locker contents are secure. If a student should misplace his/her lock, another lock will need to be replaced at the cost of \$10.00 per lock. In addition, backpacks are required to be placed in student lockers. We recommend that

students do not leave valuables in their locker. These lockers are for a convenience, but are school property, and the administration reserves the right to inspect the contents of a locker. Lost or stolen items will not be investigated if this procedure is not followed.

### **LOST AND FOUND**

Please check the “Lost and Found” area for lunch boxes and clothing. Articles such as glasses and jewelry, etc. will be placed in the front office. Unclaimed articles are periodically donated to organizations that support those in need. **Please put your child’s name in all personal items brought to school.**

### **LUNCH**

Students may purchase a hot, balanced meal, from the cafeteria daily, or they may bring lunch. Ala carte contains pizza and other items which can become costly. If you do not want your child to use the a la carte line, please notify the cafeteria manager, Katie Ade at 904-547.4050. If you plan to buy lunch on a regular basis, it is preferred that lunches be paid on a weekly or monthly basis on Monday mornings. Breakfast is also available each day. Checks are preferred over cash.

**Please make checks payable to Patriot Oaks Academy, put the student’s name and lunch account number on the check, and have the student give the check to his/her teacher.** Please note that students are unable to charge lunches. Parents are encouraged to establish a PayPams online lunch payment account found at [www.paypams.com](http://www.paypams.com). Parents will be required to know his/her child’s four digit ID (pin) number which is assigned to each student at the beginning of the school year. This ID number remains the same for grades K-8. Parents will be able to make payments, track purchases, and view student balances. Email notification for low balances will also be received. A transaction fee is associated with this service.

Free/reduced lunch applications are sent home during the first days of school and are available throughout the school year in the school office. Please note that this is an annual application and must be completed each year.

The cafeteria is a vital part of our school. A well-balanced breakfast and lunch are offered at a reasonable price. All students are expected to display acceptable decorum by:

- Talking quietly
- Using good table manners
- Treating all employees and volunteers with

respect

- Walking carefully
- Leaving the tables and floor around one’s space in a clean condition for others

### **PARENTS**

Parents play an essential and positive role in the life of a child’s education. Not only are parents advocates for their children, they also support the faculty and administration through extensive volunteer activities and events.

Trust and mutual respect are the most essential underpinnings of effective working relationships between parents and school employees. Parent’s best support a school climate of trust and respect by communicating concerns openly and constructively to the teacher or administrator closest to the problem.

### **PARENT TEACHER ORGANIZATION (PTO)**

The PTO offers parents the opportunity to become involved in the life of the school. Parent volunteers work together to coordinate school-wide events and projects. Parent involvement is essential to the continued success and growth of the school, and parents are encouraged to actively participate in the PTO. For more information about the PTO and opportunities to volunteer, visit our website at <http://www.poapto.org>

### **BUSINESS PARTNERS**

We are proud to have the support of our business partners. Local businesses support our school through donations, volunteer hours and more. We are always eager to acquire additional business partners. If you have suggestions, please reach out to our PTO.

### **PE UNIFORMS (6-8 grade students only)**

Students in grades 6-8 will be required to purchase a PE uniform at the beginning of the school year. PE uniforms are available as a shirt/short set or individual items. All middle school students enrolled in physical education classes will dress appropriately and participate in activities, unless they have a medical excuse. Excuses for a day’s absence will be honored with a note from the parent, but if more than five days are missed, a doctor’s excuse will be required.

### **PLAGIARISM**

Cheating/plagiarism – using another person’s work and calling it your own; using notes or other methods, including electronic devices, without the teacher’s knowledge, to complete a test or assignment – St. Johns County Code of Conduct 2016-2017

**Cheating and plagiarism will not be tolerated.** Anyone caught cheating or plagiarizing will receive no credit for the assignment, a discipline referral, and a communication home. An alternative assignment will be given at the discretion of the teacher.

### **PUPIL DETENTION, SEARCH & SEIZURE**

Administration, teachers, or any other members of the staff are authorized to temporarily detain and question a student when circumstances indicate that such student has committed, is committing, or is about to commit a violation of law or a regulation of the school board.

1. If at any time reasonable suspicion arises that the student is unlawfully concealing any stolen or illegal property, an alcoholic beverage, illegal drugs, or any weapon as prohibited in these regulations, a member of the instructional staff may search for the presence of the items.
2. If a search of a student’s locker or other property reveals stolen or illegal items as prohibited by law or school board regulations, such item or items may be seized and such action taken as provided by law or school board policy.

### **PLANNERS AND DAILY SUCCESS**

This planner should come home every night. Parents should check this assignment book and review papers and projects brought home. Please help your child to develop a timetable for projects. Let your child know he/she is responsible for assignments, not you as the parent and not the teacher. Students should read and practice math facts every day.

### **RazKids**

RazKids is available for our K-1 students to help supplement their learning in the classroom. Students may access their RazKids account at home and school at <http://www.raz-kids.com>.

### **SAFETY PATROLS**

The Safety Patrols (4<sup>th</sup> & 5<sup>th</sup>) perform a valuable service to our school by assisting students. Respect for these students while they are on duty is expected from all students and adults. Parents are asked to follow

directions from Safety Patrols and staff while at school.

### **SPIRIT WEAR**

The PTO will sell spirit wear t-shirts, other articles of clothing, and various items to foster school spirit and generate funds for student materials and school activities. Grade levels may design t-shirts to be sold and worn on field trips and other class/grade level activities.

### **STUDENT INFORMATION FORM**

Please make sure to complete all forms that are requested. It is imperative for our records to be as complete as possible on each child. Please include all emergency numbers, as well as cell phone numbers, and remember to notify the school office immediately if any information changes during the school year. Students will not be released to anyone who is not listed on the emergency information card. If you would like a neighbor or friend to be eligible to pick up your child from school, please list his/her on the emergency contact card. Please make sure this information is updated whenever necessary.

### **STUDY ISLAND**

Study Island is a resource available to all St. Johns County School District students. Teachers will use Study Island to help increase proficiency and understanding in their classes. Students may access their Study Island account at: <http://www.studyisland.com>

### **TARDINESS**

School begins at 8:30 a.m. Students are considered tardy when they are not in their classrooms ready to receive instruction at that time. Any student arriving at school after 8:30 a.m. must report to the front office to receive an admit slip before going to the classroom. Tardiness is disruptive to the learning environment and has a negative impact on student achievement. Studies have shown that students who are tardy have a higher risk of poor performance.

### **VISITORS**

Anyone entering the building during school hours must have an approved school access application on file. If a grandparent, aunt, friend, etc., wish to attend an event, he/she must follow this procedure. To complete the form go to the Patriot Oaks Academy website: [www-poa.stjohns.k12.fl.us](http://www-poa.stjohns.k12.fl.us). Click on school access, complete the application, and submit. Please allow no less than four weeks for the application to be approved. School-

aged visitors, such as cousins or friends are not permitted to join a student for the day.

### **VOLUNTEERS**

All parents must complete a school access application if they wish to volunteer in a classroom, participate in any class activities, or eat in the lunchroom. To complete the form go to the Patriot Oaks Academy website, click on Parents, then click on School Access Form. Complete the application, and submit. Expect the clearance process to take up to four weeks. You will be notified from the district via email or you may contact Patriot Oaks Academy to check the status of your application. Teachers determine and pre-approve volunteer duties within their classroom. It is the expectation that volunteers abide by the students dress code when volunteering at our school.