

Welcome to Mandarin Oaks Elementary!

An A+ Florida School of Excellence

◆ OUR VISION

Mandarin Oaks will inspire and prepare every student for success through active engagement in quality educational opportunities.

◆ OUR MISSION

Mandarin Oaks will provide students with engaging and challenging instruction in every classroom, for every student, every day.

GUIDELINES FOR SUCCESS

Mandarin Oaks Eagles

We Have...

Many
Opportunities
Every day

To...

Succeed
Overcome
Achieve
Rejoice



MOE Eagles Tier 1 Expectations

- 1) Be Respectful
- 2) Be Kind
- 3) Be Accountable

Dear MOE Families,

Welcome to Mandarin Oaks Elementary School! The information printed in this handbook is an excellent overview of our school's policies and procedures. Please reference it throughout the year as needed.

School Hours

(Opening Bell 8:25)

Students	8:30 AM – 3:00 PM
School Office	8:00 AM – 4:00 PM
Breakfast	8:00 AM – 8:30 AM

ARTICLES PROHIBITED IN SCHOOL

Toys, weapons of any kind and roller shoes have proven to be dangerous and disruptive in the school and may be in violation of the Code of Conduct. Please do not bring them to school!

CELL PHONES and SMART WATCHES

Cell phones must be turned off and in the backpack during school. Smart watches may be worn if put in "school mode" and the Bluetooth connection is off. If your child is found in violation of this policy:

1st offense – Parent must come to school to pick up the phone and sign an acknowledgement that their child did not follow MOE guidelines.

2nd offense – Class referral and loss of incentive field trip.

3rd offense – Two days ISSP at MOE.

5th GRADE INCENTIVE FIELD TRIPS

Any field trip for 5th grade that is outside of the curriculum-based field trips shall be referred to as an incentive field trip. A student may lose the privilege of going on the incentive field trip for the following reasons:

One or more referrals (class or bus) per quarter
Suspension/ ISSP

79% or lower in behavior conduct grade

ATTENDANCE

Students who leave class early or arrive late miss valuable instructional time! Regular and prompt attendance is a must at our school. When returning to school after an absence, **THE STUDENT IS TO PRESENT A WRITTEN, DATED EXCUSE FROM PARENT OR GUARDIAN EXPLAINING ABSENCE.** If a note is not received, the absence is considered unexcused. Excessive absences (excused or unexcused) and tardies will be referred to district attendance counselors and may be referred to the State Attorney's Office.

No child is allowed to leave school without permission from the principal or designee. A parent who wishes to pick up a child during school hours must come to the main office and follow the student

sign-out procedures. The parent or other authorized party must be listed on the student's information card in order to sign the student out of school. A photo ID will be required. An office staff member will call the student from class. Parents are not to go to the classroom to pick up a student.

Students will not be released within 45 minutes of normal dismissal time (after 2:15 PM on a regular school day) without permission of the principal or designee. This causes a disruption to the closing routines for all students.

TARDINESS

Tardiness is not acceptable and is the responsibility of the parent.

Students may enter their rooms when the first bell rings at 8:25 a.m.

Students arriving after 8:30 a.m. are tardy and must go directly to the main office before walking to the classroom. **A parent must accompany the child to the office if he / she is tardy or send a written note.**

Bus students are not considered tardy when the bus is late.

CAR RIDERS / WALKERS

Parents must use the car rider circle to drop off and pick up students. If you arrive before 8:00 AM, please use the far right lane and allow early drop-off cars to pass on the left. **Students are not to be dropped off before 8:00 AM unless they are enrolled in Extended Day, TOT's, or Safety Patrols.** If you have a self-contained ESE student, you may use the front drive drop-off area. This front drive is also where you drop off students if they are tardy.

BICYCLE RIDERS

Bicycles ridden to school must be parked and locked in the designated areas. All bicyclists under the age of 16 must wear a bicycle helmet. (F.S. 316.2065(3d))

BUS INFORMATION

It is required that an adult meet kindergarten students and / or any student who is the only one at a bus stop. Bus drivers will not release students if they deem the situation is unsafe.

Students whose permanent residence is two (2) miles or more from school are eligible for transportation. Bus schedules will be distributed to all students transported by bus and are available in the office.

Bus students are expected to ride to and from school daily. They are to be at the stop 10 minutes before pick-up time. Students must ride the bus to which they are assigned. Children may not change their bus assignment without prior written approval from their

parents and the principal or designee. Students must wear their Student ID to ride the bus this year.

Bus transportation is a privilege. The school principal or designee may suspend any transported students who refuse to obey the rules from riding on a school bus.

BUSINESS PARTNERS

We are proud to have the support of our business partners. Local businesses support our school through donations, volunteer hours and incentive awards for our students. We are always eager to acquire additional business partners, if you have suggestions, please inform the office staff.

CHANGE OF ADDRESS/PHONE NUMBER

Please give your new address, email and telephone number to the secretary in the main office and change it in your Focus account. If your work location and / or telephone number changes, we need to know. It is imperative that current information is always on file in the office so we can contact you in case of emergencies.

COMMUNICATION

Communication with parents occurs through the Bloomz electronic app, ParentLink phone calls, monthly grade level newsletters, your student's home-school connection folder, PTA newsletters, Facebook, and our School Website <https://dcps.duvalschools.org/moe>

CONDUCT

Students are expected to behave in a manner that is conducive to supporting an optimum learning environment for all students. No student has the right to deprive another of the opportunity to learn. Each student is expected to show respect for teachers, school personnel and fellow students. Students who do not conduct themselves in the proper manner will be disciplined in accordance with the Duval County Code of Student Conduct. A copy of the code is available online www.duvalschools.org. There is an option to agree to the Code of Student Conduct in the registration packet that guardians complete.

CONFERENCES

Parent-teacher conferences are encouraged for the purpose of sharing an understanding of the child's needs. Please send a Bloomz message or email to your child's teacher(s) to schedule a conference. Conferences are normally scheduled immediately before or after the student day.

CAFETERIA

The Cafeteria is a vital part of our school. A well-balanced breakfast and lunch is offered each

day. 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.* All students are eligible for free breakfast and lunch.

Each student's number is used to access a food account in the dining room. You may use www.myschoolbucks.com to add money to your child's account online for extra items like snacks or juice.

WWW.MYSCHOOLBUCKS.COM

This website is provided to assist parents with maintaining their student's lunch account. You can monitor the account and add to it as needed. There is a small fee associated with the use of this website.

Student IDs will be made and **MUST** be worn by students buying lunch so that their student numbers can be scanned. If the student ID is lost then the parent will be notified. Replacements are \$5.

Please clearly mark lunch boxes with your child's name. For safety reasons, **no** glass bottles or pop-top cans are to be sent in a child's lunch. Please do not send candy or gum.

DISMISSAL

- Changes to a dismissal plan **cannot** be made by phone. Dismissal changes must be made on PikMyKid, in addition to sending an email to the teacher, or sending your child with a written note that morning.
- Students will only be signed out by individuals listed on the Emergency Information Form housed in the front office and with picture id.
- If you would like to make changes or additions to the Emergency Information Form, please see the front desk personnel, as well as update it in Focus.
- Students who are listed for dismissal as walkers must exit through one of 2 exits that have been approved by Ms. Butterfield. If you have driven your car to school, you may not park and get out to pick them up as walkers. Walkers are not permitted to walk to their car in the front parking lot. They need to be picked up as car riders. You are not to drop off your child at the crosswalk. **This policy is in place for the safety of your child.**

DRESS CODE

Student behavior is influenced by proper dress and grooming. The Duval County School Board recognizes that a parent is responsible for a child's dress and general appearance. It has established guidelines to aid parents and students in selecting proper attire. These are found in the Student Code of

Conduct. If a staff member finds any clothing or jewelry to be distracting, unsafe or not healthy for the students, the student may be sent to the office to call their parent to bring other clothes.

EXTENDED DAY PROGRAM

The Extended Day Program, if available, operates only on days school is in session for students. Extended Day consists of a morning session (7:00 AM -start of school for \$75 per month) and an afternoon session (3:00-6:00 P.M. for \$135 per month). To be eligible for enrollment in the Extended Day Program, a child must be enrolled as a regular student at the school. For more information, call the Extended Day Office. 904-260-5820, Option 6

Fees must be paid in advance every month. A late fee will be charged for late payments and for any child not picked up by 6:00 p.m. A schedule of payment due dates and fees will be given to parents at the time of registration.

FIELD TRIPS

Field trips provide valuable educational experiences. A student must have a field trip permission form SIGNED by his / her parent or guardian before he/she is permitted to go on a field trip. PERMISSION CANNOT BE GRANTED OVER THE PHONE. Money and permission slips must be submitted to the school by the due date listed on the permission slip.

Parents may be asked to chaperone field trips. Chaperones have a very special responsibility in providing supervision. Siblings will not be allowed to accompany a chaperone on a field trip.

A child must be in attendance at school in order to participate in field activities. Students must ride on the authorized transportation. Parents driving their own vehicles may not transport their own child to the activities.

A child may be signed out at the conclusion of the activities if arrangements are made in advance with the teacher. The parent then assumes full responsibility for his / her child at the completion of the event. No student will be allowed to leave with another student or parent without written permission from his or her own parent.

Students who have been disruptive at school may be required to have an adult family member attend field trips with them. Students who do not have permission to attend a field trip will be assigned to another class at school for educational activities.

GRADING SCALE

The Duval County School Board has adopted the following grading scale for all students grades K-12.

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

Excellent (E), Satisfactory (S), Needs Improvement (N) or Unsatisfactory (U) grades may be earned in Kindergarten and First Grade.

GUIDANCE

The school counselor provides 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 Team and Eligibility Determination Team.

HEALTH / ILLNESSES OR ACCIDENTS AT SCHOOL

When a student is ill or has an accident at school, the teacher will send the child to the office. An office staff member will make the student as comfortable as possible. A parent will be called using our emergency numbers. It is important that we have an emergency phone number for every student! The school clinic does not have adequate facilities to care for a sick child for a prolonged period of time. The school is limited in the amount of first-aid treatment that can be given and is prohibited from giving any internal medicine (including aspirin). Please instruct your child to report any injury to the teacher as soon as possible.

Medicine at school: In the event that a child is to take medicine during the day, the parent must do the following:

- Have a copy of directions for administering the medicine from a licensed doctor or dentist attached to the original prescription container or written directions for non-prescription medications.
- Sign a medication liability release form and have it filed in the office.
- Bring the medicine in the original container to the office so that it may be administered.

Diseases: If your child has a communicable disease, he / she must remain at home until after he/she has been treated and released by your doctor. COVID, Chicken Pox, Hepatitis, Measles, Mumps, Pinkeye, Ringworm of the scalp or skin, Rubella, Scarlet Fever, and Whooping Cough all require a doctor's attention.

Head Lice: Do not be overly alarmed! Any child with head lice may not attend school by order of the Duval County Health Department. We will do the following:

1. Any child found to have head lice will be isolated and sent home. A call will be made to parent to come to get the child immediately.
2. The child will be excluded from school until completely free of live lice.
3. A school employee will examine the child prior to admission back to school. **A parent / guardian must accompany the child for this examination.** Should the child still have lice, he / she **MUST** leave the school premises for treatment.
4. All siblings will be checked for live lice.

HOMWORK

ALL students are expected to READ every night!

Homework is an important factor in reinforcing skills and learning. Please check **the home school folder** or your child's **homework planner** each day to determine the homework that has been assigned. The assignment and amount of work will vary from class to class. It is the responsibility of the student to complete the assignments and bring them to the teacher.

IMMUNIZATION

Florida Law [Florida Statutes 232.032(8) (1)] requires that all students show proof of immunization before admission to school. Students who do not have proof of immunization will be excluded from school until such proof is presented.

INTERNET USE

All schools have Internet accessibility. Students are provided access under adult supervision.

LOST AND FOUND

All found articles should be placed in the designated Lost and Found area. Students' sweaters, coats, hats, gloves and books should be labeled in order to facilitate the return of each article to its rightful owner. Unclaimed articles will be donated to charity at the end of each month.

PARENT / COMMUNITY ORGANIZATIONS

All parents and interested individuals are encouraged to join the **PTA**, attend PTA meetings, and participate in PTA activities. Membership dues are a donation that assists in providing special programs and activities for our students and staff. Our PTA is part of the district, state and national PTA. Your membership counts!

SAC, our School Advisory Committee, is made up of parents, staff, business people and citizens of the

community. SAC meets at least eight times a year and plays an active role in advising school personnel and informing the community of mutual needs and interests. School improvement is a key issue addressed by SAC. Attendance by the public is encouraged at all meetings.

PHYSICAL EDUCATION/RECESS

All students are expected to participate fully in physical education activities (90 minutes per week) whether the students are with the classroom teacher or a physical education teacher. **Appropriate shoes and clothing enhance both the students' safety and participation.**

If a child has a temporary illness or injury that will limit or prohibit a child's participation, a written note from the parent must be sent to the teacher. ***Verbal messages from students cannot be accepted.*** Extended limitations require a written note from a doctor.

Health conditions such as asthma should be documented annually with your child's teacher.

REPORT CARDS / SCHOLARSHIP WARNINGS / PROGRESS REPORTS

Report cards are issued every nine weeks. These are to be SIGNED BY THE PARENT AND RETURNED TO THE HOMEROOM TEACHER WITHIN THREE DAYS TO INDICATE THAT YOU HAVE RECEIVED IT. If a report card is lost, send a note to the office and a duplicate card will be sent home.

Scholarship Warnings: This report is sent to parents by the teachers. This report indicates that the child is in danger of failing a subject or is having difficulty in meeting standards. Upon receipt of this report, the parent should contact the teacher to schedule a conference. THE SCHOLARSHIP WARNING MUST BE SIGNED AND RETURNED TO THE SCHOOL WITHIN THREE (3) DAYS, TO INDICATE THAT YOU HAVE SEEN IT.

Focus Grades Student grades can be accessed online from the Focus website. Through this site your child's grades can be accessed instantly 24 hours a day. You must register online for a password. Please visit <https://accounts.public.duvalschools.org/enrollmentwizard.aspx> Once registered, you may check your child's grades online, any time at <https://duval.focusschoolsoftware.com>

SAFETY AND SAFETY PATROLS

Show your child the safest route to school and / or the bus stop. Students are to cross the street at crosswalks only. The Safety Patrol students 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.

SCHOOL PARTIES

School Board Policy states that two class parties per year may be held during school hours. Special birthday / holiday treats should be arranged in advance with the teacher.

SUPPLIES

Personal supplies such as notebooks, pencils and other consumable supplies used by the student are the responsibility of the parent. Teachers will notify you at the beginning of the year of supplies needed.

TEXTBOOKS /LIBRARY BOOKS/ MATERIALS LOANED OR CHECKED OUT TO STUDENTS AND CARE OF SCHOOL PROPERTY

Parents or guardians are financially liable for any loss, destruction or failure to return textbooks, library books, and other materials loaned to students for their use (Florida Statute, Section 233.47). Written notification of lost or damaged books will be sent to parents at which time the parent is responsible for monetary reimbursement to the school.

Anyone who willfully destroys school property through vandalism, arson or larceny or who creates a safety hazard to our students will be referred to the proper law enforcement agency.

TRAFFIC PATTERNS

A designated area at school is reserved for loading and unloading of students. **Please do not park in these lanes. Please do not walk between cars or encourage your child to do so.**

All schools have a designated area for loading and unloading school busses; car traffic is prohibited in these areas. Walking through the bus loading area is prohibited and very dangerous!

Fire Regulations prohibit parking in **FIRE LANES**. Use the designated parking spaces if it is necessary to park.

The car rider lane is the only place where parents may drive a car on school grounds to drop-off their children. Driving cars on other areas of the school property is prohibited because it creates a dangerous, hazardous traffic condition for our students.

When cars are parked in parking areas at drop-off and pick-up times, an adult **MUST** walk with the child through the traffic areas.

Students who walk or ride bicycles are to use the sidewalks, cross only in the cross walks and obey the Safety Patrols.

VALUABLES

Students are responsible for their own belongings. **Please instruct your child not to lend, sell or borrow things from other students.** THEFTS SHOULD BE REPORTED TO THE CLASSROOM TEACHER; HOWEVER, NEITHER THE SCHOOL NOR ITS PERSONNEL WILL BE RESPONSIBLE FOR ANY LOSSES OF PERSONAL PROPERTY.

VISITORS and VOLUNTEERS

For the safety of our students, all visitors and volunteers are required to apply online at: <https://dcps.duvalschools.org/volunteer>
You must sign in at the Main Office and an office staff member will check your clearance in the system. It typically takes between 5-10 business days to process, so plan accordingly when preparing to volunteer at the school, eat lunch with your child, or chaperone field trips. Visitors and volunteers must wear a visitor's badge at all times to help us maintain security for our students. Appropriate dress is appreciated!

State Regulations require that all volunteers have a background check. This is for the safety of ALL of our students. Forms are available online. For more information contact the Main Office.

WEAPONS

Absolutely NO weapon(s), facsimile of a weapon or a toy look-a-like of a weapon are ever permitted on school grounds, during school activities or on school transportation.

WITHDRAWALS

We encourage you to notify the office at least three days in advance of a student's withdrawal date. This will allow time for us to complete records and other necessary details. All bills should be paid before the withdrawal date. All library books and textbooks must be returned to the appropriate person(s).

WWW.DUVALSCHOOLS.ORG

For the latest information about Duval County Public Schools, including calendars and links to school sites, log on to www.duvalschools.org. Changes in policies, procedures and coming events are prominently displayed. You may also use this site to contact School Board Members and personnel.