

Welcome to Trinity Oaks Elementary

2021-2022 School Year

727-774-0900

1827 Trinity Oaks Blvd. Trinity, FL 34655

Facebook: <https://www.facebook.com/groups/560165524000114>

Website: <https://toes.pasco.k12.fl.us/>



School Mascot

The Mighty Oaks

School Colors

Green, Black & Khaki

At Trinity Oaks Elementary, we believe meeting each child's academic, social, and emotional needs at his or her developmental level is an integral part of our Educational Philosophy. We know to make this happen we need to build strong relationships with our families. One way to begin this is through communication. Below you will find Trinity Oaks' policies and procedures for school operations. Some procedures have changed. Please review the handbook and read our quarterly newsletters, website, Facebook, and REMIND messages for up-to-date information. If you should have any questions, please don't hesitate to contact us. We look forward to growing with you.

ABSENCES

Students should return to school following an absence with a **written explanation**. Absences can also be submitted from the Trinity Oaks' website under "Important Links." The phone dialer system calls home for absences by 10:45 a.m. daily.

Students absent for extended periods may be referred to the social worker, principal, and/or the State Attorney. Student performance increases in the classroom when students regularly attend. It is the responsibility of parents and guardians to make sure their student attends school. Please refrain from vacations and family activities during school days. Also be mindful, frequent late arrivals and early dismissals interrupt learning for your child and their classmates.

Make-Up Work

In the event your child is absent from school for more than one day, and make-up work becomes a concern, please call the office to request a pick-up. Teachers may need a 24-hour notice before the work is available depending on the circumstances. **ADDRESS/PHONE NUMBER**

Parents are responsible for notifying the school office, in writing, of any change of address, email address, or phone number. Proof of residency is required for all address changes. The school cannot be held responsible for failure to communicate if it is not informed of such changes. The school must have current phone numbers in the event of an emergency. **Please notify the front office immediately if there is any change.**

ARRIVAL & DISMISSAL PROCEDURES FOR PARENTS/GUARDIANS

During **the first day** of school, parents may walk their child to the classroom door. **Kindergarten ONLY may arrive at 10:00 on 1st day.** After **the first morning** of school, parents of walkers and bike riders should say their "goodbyes" on the sidewalk in the fenced area. At the end of each day parents picking up students who are walking or riding their bikes, should wait in the fenced-in area on the sidewalk that is parallel to the car loop. Staff will escort students to meet their family members. It's important for students to start with their regular routines, so we are encouraging bus riders to ride the bus on day one.

CAFETERIA INFORMATION

Payment - Student's meals are free this year due to federal funding, however snacks are available at an additional charge. Checks for snacks should be made payable to Trinity Oaks Food Service. You may want to utilize **myschoolbucks.com** to make payments online. Students will be given an ID card to scan in the cafeteria for ordering lunch and they will be expected to wear their ID card on a lanyard daily to the cafeteria.

Lunch from home - Students may carry their lunches to school. **No glass containers or bottles. Also, no candy, gum, coffee, tea, energy drinks, and/or carbonated beverages (soda, flavored waters).**

All food items are to be consumed in the cafeteria. If parents wish to have lunch with their child, they may purchase a meal. A parent and their child **ONLY (no other classmates)** may eat outside at a picnic table or in the cafeteria at the **visitor's table**. Since all school meals meet the U.S. Government guidelines for foodservice, we ask that parents **limit** the amount of food from restaurants brought to lunch. **Parents are NOT permitted at recess or back in the classroom (before or after lunch).**

Both school administration, instructional staff, and support personnel will share cafeteria procedures, rules, and expectations within the first two weeks of school. We will continue to share the expectations throughout the school year as well. It is expected that students act respectful and responsible in the dining area.

Depending on recommendations from the CDC, State of Florida, and Pasco County School Board there may be times when schools do not permit lunch visitors. There may also be days when guests cannot come to lunch due to state testing, local testing, and school events.

CELLULAR AND ELECTRONIC DEVICES

Students are discouraged from bringing cellular phones and electronic devices to school. The school is not liable for stolen, lost, or broken phones or devices. All cell phones and electronic devices may only be used and visible when directed by a teacher to enhance the learning process. Otherwise, they must remain turned off and kept in a backpack. **THEY MAY NOT BE TAKEN TO RECESS OR LUNCH.** If a cell phone interrupts the learning process, it will be taken by the teacher and given to an administrator. Parents will then be contacted, and the phone will need to be picked up from the front office.

Teachers may request for students to voluntarily “bring their own device “from home. A district permission slip will be sent home with details and must be signed and acknowledged by a parent for a student to participate in the program.

CLASSROOM PLACEMENT

We understand relationships are important, and it is our primary responsibility to develop classes with a balanced distribution of student learning styles and personalities. We do our best to match students and teachers so that the individual needs of each student are considered in the overall composition of each classroom. Due to our detailed process, we are not able to take requests for a specific teacher.

CLINIC

Any prescription medication that needs to be administered at school must be brought to the clinic by a parent or guardian, and an authorization form must be completed at that time. Over the counter (OTC) medication must be brought to the clinic by a parent or guardian as well. A parent can dispense OTC at school. If you want the clinic to dispense OTC medication, a doctor’s note is needed. **Under no circumstances should a child transport medication of any kind.** When a student has a fever of 100 degrees or higher or has thrown up, they may not return to school until they have been fever-free and vomit free for 24 hours from onset (this is not COVID related). The district may have COVID guidelines and recommendations in place that will be followed in addition to our regular medical protocols.

CLUBS

Throughout the school year, we offer clubs such as Chorus, Orff, Run Club, Art Club, Odyssey of the Mind, National Elementary Honor Society, and others. Most of the clubs are for intermediate students. We are always looking for volunteers to assist with club sponsorships and support.

COMMUNICATIONS/CONFERENCES

Please make certain that the front office has a telephone number where you can be reached. The school should also have the phone number of an emergency contact person whom we can reach out to if we are unable to contact you directly.

Parent-Teacher conferences are encouraged. Each time a conference occurs, the teacher will complete a conference form that summarizes what was discussed.

Conferences must be scheduled in advance as teachers often attend morning meetings. Teachers may be reached between 8:40 a.m. and 9:20 a.m. on days they do not have a planning meeting or staff training. They may also be available during their planning period. Teachers are unavailable to email or take phone calls during their instructional or professional development time.

The classroom environment does not always allow teachers to check their email regularly. Teachers may not be available for a variety of reasons: helping students individually, engaging their students in instructional lessons, lesson preparation, attendance at workshops, conferences, or meetings. Teachers are expected to have full involvement in preparing for the instruction of all our learners daily. If you do not receive an answer the same day, it does not mean you are being ignored; teachers are just very busy meeting the needs of students. There must be a balance between communication for your child and other professional responsibilities. Teachers will set up timely and reasonable communication with their student's families. You should expect to hear back within 24 hours.

COMMUNITY INVOLVEMENT

We are proud to be an important part of community life. The school reaches out to the community in the following ways:

School Advisory Council (SAC)- This council is composed of parents, volunteers, teachers, support staff, administrators, and business partners. The School Advisory Council serves as a resource by offering assistance and suggestions concerning TOES.

School Volunteer Program- This program is intended to involve members of the community in the school. Please get involved in the volunteer program.

Chances are that you will see your friends and neighbors here! **All volunteers must complete an online volunteer application, each school year after July 1st, which includes a local law enforcement check. This approval process can take from 4-6 weeks. In the event we have direction from the CDC, State of Florida, or Pasco County School Board that additional adults are not allowed on campus, we would ask volunteers to assist us with tasks from your home.**

Parent-Teacher Organization (PTO)- Our PTO will be responsible for developing and coordinating various school programs and activities. We look forward to the parent participation in this important school organization.

CONDUCT

The discipline policies of Trinity Oaks Elementary are fully outlined in the Student Code of Conduct. The faculty and administration of the school adhere strictly to the procedures and interventions outlined in this document. This is sent home with the students during the first week of school. Please take the time to review this section with your child.

DRESS CODE

Dress code will be enforced by administration. Please refer to the Student Code of Conduct for Elementary Students district-wide dress code.

SCHOOL SPIRIT

We are creating a school spirit store online that will be shared with families. Fridays will be School Spirit Day along with quarterly themed days. These details will be shared in our school communications.

EARLY RELEASE DAYS (ERD)

One Wednesday a month, beginning in September and ending in April, students will be released two hours earlier than normal. Teachers and administrators will be engaged in professional development during that time. All students must be dismissed on time and parents must arrange for the supervision of their children off-campus. Look for details in your child's communication folder, on our school website and Facebook page.

EARLY DISMISSALS

Students who are being picked up early must be cleared to leave the school through the front office. All parents/guardians must pick up their children in the office. Students will be released only to those individuals listed on the emergency information card. The information should be provided to the school by a parent/guardian. It is the parent's responsibility to keep the card updated throughout the year and to notify the office staff of any changes regarding phone numbers, addresses, custody documentation, or emails. Current photo identification (Driver's License) of the person signing out a student must be shown at the time of release.

Unless it is an emergency, students should not be picked up for early dismissal after 3:20 p.m. due to interference with school dismissal and heavy traffic conditions.

FIELD TRIPS

Classes will take field trips to enrich each child in the curriculum area they are studying. Teachers will solicit for **PRE-APPROVED** volunteers to attend. Teachers want to allow all parents to get an opportunity to attend with their children. However, there may be limited space on the bus or the actual location of the field trip. **Please understand that siblings, spouses, and other family members may not attend the field trip or show up to the field trip location unannounced or uninvited.** If this occurs, your child will be signed out and may no longer remain with the group. Teachers and the chaperones are responsible for the safety of your child and need to be able to quickly identify their groups. No refunds will be given for the inability to attend the field trip, except in the event the venue reimburses the school for a cancellation due to an unforeseen circumstance.

FIRE DRILL, TORNADO DRILLS, BOMB DRILLS, LOCKDOWNS, AND ACTIVE THREAT PLAN

All schools are required to devise and implement a Crisis Response Plan that covers precautions and instructions should emergencies occur. These drills are held during the school year as an important activity promoting the safety and well-being of students. Students are trained for these drills.

HOMEWORK

The school's homework policy is as follows:

- Homework should meet the needs of the individual student.
- Homework assignments should be thoroughly understood.
- Homework will not be assigned as a disciplinary measure.
- Students will be expected to complete makeup work due to absence.

Within the first month of school, teachers will be informing families about the expectations for homework for the team your child is on.

INSURANCE

Student accident insurance is available for parents to purchase. Should an accident/injury occur at school, it is the responsibility of the parent/guardian to assume the costs involved with the accident/injury.

INSTRUCTIONAL PROGRAM

Trinity Oaks Elementary believes in using the best research-based curriculum and practices. Teams of teachers plan and work together to present all subject areas. All teams throughout the school use similar instructional strategies and materials. In Pasco County, we plan for instruction using the Florida Standards. In the event of an emergency, students may be asked to engage in work through distance learning.

LOST AND FOUND

We encourage you to label your child's backpack, lunch box, jackets, sweaters, coats, etc. to help us return items. All lost and found items are kept in the cafeteria. Please encourage your child to check the cafeteria as soon as they realize an item is missing. After a reasonable amount of time, clothing not picked up will be donated to charity, and lunch boxes will be thrown away.

PARTIES

Class or team parties are kept to a minimum. Teachers may celebrate Fall, Winter, Valentine's Day, Spring, and the end of the year with a party.

BIRTHDAY CELEBRATIONS

Students' birthdays will be celebrated on the morning announcements and they will receive a book and bookmark. Birthday treats may ONLY be purchased through the cafeteria and orders must be placed at least two weeks prior to the date needed (See Website for Info). **Outside birthday treats, balloons, flowers, etc. will NOT be allowed at school.**

PROGRESS REPORTS/REPORT CARDS

Mid-Quarter progress reports are given to students each quarter. Kindergarteners will not receive a first-quarter progress report form. Report cards will be provided electronically to all families at the end of each grading period. Assessments that may formulate the students' progress include observations of student behaviors, performances, products and projects, assessments, interviews, and conferences. Representative samples of assignments/assessments are kept in the student portfolio. These, along with other records kept by the teacher, are used to substantiate the grades assigned on the report form.

SCHOOL PICTURES/YEARBOOK

School pictures will be taken twice during the year. Please look for the scheduled dates in our school communications. Yearbooks will be for sale through our yearbook vendor's website.

TARDIES

An adult must escort students, arriving late to school, to the office for check-in. Tardies are NOT excused unless accompanied by a doctor's note. Students should not be alone when walking from the vehicle to the office.

TEXTBOOKS

Students are responsible for the textbooks and materials that are issued to them. Should a textbook or other item be lost or damaged, the student is responsible for the payment of the item in question. Another textbook will not be issued until the lost or damaged book payment has been received by the school.

TRANSPORTATION

BUS RIDERS

Buses are scheduled to arrive at Trinity Oaks Elementary at 9:30 a.m. and instructional time begins at 9:40. Students will be picked up and dropped off at their designated bus stop only. Students are not permitted to ride a bus other than their assigned bus. Students, who are not assigned a bus, may not ride a bus.

The Transportation Department may be reached at 727-774-4400 if you have any questions or concerns. Please have your child's bus number and stop code when calling.

On rainy days the students are released to go to their buses one bus at a time. This delays the student's arrival time back home. Please be patient and realize the students may be as much as 30 minutes late.

CAR RIDERS

To protect and keep our students safe, we are asking that you abide by these rules when you come to the school to drop off and pick up your child.

***** PLEASE REFRAIN FROM USING YOUR CELL PHONE AND OTHER ELECTRONIC DEVICES DURING DROP OFF AND PICK UP *****

- Do not drop off your child until adult duty personnel or safety patrol open your car door.
- Use your assigned numbered colored tag and hang it visibly for the car loop staff.
- **Please stay in your car.**
- Please exercise courtesy when merging into one lane at the car loop merge sign.
- Use only the designated area and drive slowly.
- While you are in line waiting, please pull up when a space opens in front of you. Your child must wait for an adult or safety patrol to open their car door. After your child is in your car, carefully pull out and away.
- Please do not leave your car unattended in the line.
- Traffic in the car loop moves in one direction only.
- There will always be staff members on duty. Please follow their instructions.

BIKE RIDERS & WALKERS

Students will be dismissed at 3:50 p.m. **Students may not walk or ride bikes or scooters in the bus-loading zone or through parking lots.** All bikers must ride away from the school before bus dismissal in the afternoon. Skateboards are not permitted at school. The school is not responsible for stolen or damaged bikes. It is a "PARK AT YOUR OWN RISK" policy. The Florida Law requires all students to wear a bike safety helmet. Parents assume all liability if students are unaccompanied. ***Walkers and bike riders must walk or ride their bikes the entire route to and from school. Parking is NOT permitted in the Trinity Oaks neighborhood.**

RULES FOR BICYCLE AND SCOOTER RIDERS:

- **No motorized scooters!**
- Bikes must be placed in the bike rack (bike locks are optional).
- Walk beside your bike on the sidewalk when coming and going from the bike rack.
- Tampering with another person's bike or bike lock is prohibited. This includes deliberately knocking another bike to the ground. The rider may receive a warning from the school staff or the Sheriff's Office. A referral can be given, and bicycle privileges may be revoked.

HELMETS

State law requires all bike riders under 16 years of age to wear a helmet when on a bicycle. In addition to bicycles, all youth under 16 are also required to wear a helmet when on scooters, skateboards, and inline skates.

RAINY DAY PROCEDURES for WALKERS/BIKE RIDERS

On rainy days when there is thunder and lightning, the walkers and bike riders will be held under the covered area near the bike rack until the weather is more favorable. You may request your child be sent to the car loop for pick up. Most of the time the rainstorms let up quickly and students are dismissed their usual way. Students should not be on campus too early for school. When students are walkers or bike riders, they are asked to refrain from playing games, tag, throwing a ball or climbing on the trees or the community wall. They are to stand and wait for duty personnel to let them onto campus.

Thank you for being our partner in education!

Ms. Jarvis and Mrs. Stine