



# Shelby Oaks Elementary



## Parent-Student Handbook

Superintendent.....Dr. Joris Ray  
Principal.....Dr. Catherine Diezi  
Assistant Principal..... Mr. Jim Murgatroyd

6053 Summer Avenue  
Memphis, TN 38134  
Telephone: (901) 416-4305  
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Shelby County Schools offers educational and employment opportunities without regard to race, color, religion, sex, creed, age, disability, national origin, or genetic information.

# Welcome

Dear Shelby Oaks Elementary School Parents,

Welcome to a new and exciting school year. I am eager to be your principal again this year and know that it will be a year full of growth and challenge for each student. We are dedicated to making learning meaningful and I want to assure you that we will do our best to help your child experience growth academically, socially and emotionally. I believe strongly that, "All children will learn; and everybody needs to do whatever it takes to see it happens." I am pleased that you have entrusted your child to our care here at Shelby Oaks Elementary. We are ready and willing to assist you in any way possible.

If students believe that they can complete a task, work hard at that task, they will find that they are indeed smart and capable of achieving success. This handbook was prepared as a guide for parents and students of Shelby Oaks Elementary School. The information provided covers a wide variety of subjects and procedures. The focus of our attention will be on excellence in education and appropriate behavior. Your cooperation in knowing and helping to enforce basic school procedures will be an asset to the overall educational process.

It is my goal to continue building a strong and close school community through excellent communication and clear understanding of the school by everyone connected to the school community. I encourage you to speak with me directly about any questions or concerns that arise during the year. I hope that each family will feel a close bond to the school community and that every student will have a great year. With your cooperation and our efforts, this will be an excellent year.

Respectfully,

Dr. Catherine Diezi, Principal

## WHO'S WHO IN THE OFFICE

Principal  
 Assistant Principal  
 PLC Coach  
 PLC Coach  
 School Counselor  
 School Counselor  
 Financial Secretary  
 Clerical  
 Clerical  
 Cafeteria Manager  
 Plant Manager


Dr. Catherine Diezi  
 Mr. James Murgatroyd  
 Ms. Heather Hayes  
 Ms. Jennifer Young  
 Ms. Teresa Grigsby  
 Ms. Keela Higgs  
 Ms. Cheryl Major  
 Ms. Hawaa Waheed  
 Ms. Mackie Williams  
 Ms. Shonda Bowie  
 Mr. Brandon Warr

### School Website

<http://www.scsk12.org/schools/shelbyoaks.es/site/index.shtml>

### Social Media

Like us on 

Follow us on 



***Together, we MUST BELIEVE***  
***Together, we WILL ACHIEVE***  
***Together, we ARE REIMAGINING 901***

## School Mascot Eagle



## School Colors Maroon and Gold

## Shelby Oaks School Pledge

We the Shelby Oaks Elementary School community pledge to respect ourselves and to respect our school. We know that respect means:

R = Responsibility,  
E = Effort,  
S = Spirit,  
P = Pride,  
E = Enthusiasm,  
C = Courtesy,  
T = Teamwork.

We will work hard together because "Hand in Hand We All Learn."



## School – Wide Expectations: Eagles Soar:

- Safety First
- Own Your Behavior
- Always Do Your Best
- Respect Yourself and Others

## VISION/MISSION OF SHELBY OAKS ELEMENTARY

### VISION:

Shelby Oaks Elementary will be a student-centered learning environment, where all students will be challenged to achieve academically to their uppermost potential. Parents, community, faculty and staff will create a positive, secure and supportive culture in which each child will be taking risks to enhance higher-level thinking and reasoning skills. Students will be provided opportunities to think critically, communicate effectively, solve problems and become lifelong learners. All students leaving Shelby Oaks Elementary will be equipped emotionally, socially and academically for our rapidly changing society.

### MISSION:

The Mission of Shelby Oaks Elementary is to prepare all students to reach their fullest potential in a safe and caring environment. This environment provides a variety of challenging educational opportunities to meet the needs of individual students in an ever-changing and culturally diverse society.

### STATEMENT OF BELIEFS:

- We believe in holding high expectations for all staff and students.
- We believe in a safe learning environment for all students.
- We believe in using a variety of teaching methods to enable all students to acquire knowledge across content areas.
- We believe through communication and mutual decision-making, parents, teachers, and students build collaborative partnerships to enhance the learning experience.
- We believe in measuring student performance by utilizing traditional and non-traditional methods of assessment.
- We believe in making instructional decisions by using research-based curricula and assessment data to provide a clear purpose and direction.
- We believe in following guidelines outlined in federal, state, and local district policies in order to improve student achievement and to maintain clear and consistent student results.
- We believe a positive relationship will foster mutual respect, nourish student's self-esteem, and character development.

## SCHOOL HOURS

- **District policy 6067 states it is the parent's responsibility to ensure adequate supervision of their children before and after school hours.** There are no teachers/staff in the building to supervise the students prior to 7:45 a.m. Therefore, students may not enter the building or wait outside prior to that time **without parental supervision.**
- Shelby Oaks school hours of operation are **8:15 a.m. to 3:15 p.m.** with breakfast beginning at **7:45 a.m.** and concluding at **8:05 a.m.** for car riders and walkers.
- PreK students will not be permitted to enter the building until 8:05 as they will eat breakfast with their class after all other students have finished breakfast.

- To assist you in this effort, before and after care services are available through the YMCA and you may contact them at 901-766-7677 or enroll at [ymcamemphis.org/childcare](http://ymcamemphis.org/childcare). **Additional outside day care providers bus students to and from school and their contact information is available upon request.**
- School and daycare bus riders will have the opportunity to eat breakfast when their bus arrives.
- All car riders and walkers, including students in the portables, must enter door 1.
- For the safety of our students, only district personnel are permitted to drive behind the school near the portable classrooms.
- Please do not drop students off near the portable classrooms.
- Students must be picked up at **3:15 p.m. There will not be any school supervision after 3:30 p.m.**
- Students who are picked up late five times during the school year can be placed in our aftercare program.

Your child's safety is a paramount concern to us. Please abide by these time frames. We are working to provide a safe environment for your child during the school year. We solicit your help in making the Shelby Oaks campus accident free.

### COVID SAFETY PROTOCOLS

Face Masks (until further notice)

- Students and school-based staff are required to wear masks indoors (in schools and wherever children are present), regardless of vaccination status.
- Mask wearing is mandatory on buses.

Social Distancing

- Students will socially distance to the extent possible when indoors. This includes classrooms, hallways, common spaces, when moving through the food service line, and when finished eating.
- Sharing of school supplies and other materials is discouraged.
- Schools will use a safe room for those exhibiting symptoms of illness.

Water

- Bottled water will be provided, and students are strongly encouraged to bring water containers.

### VISITORS

Due to COVID, we will limit the number of visitors and volunteers into the building. All visitors and parents entering the school will be required to have their temperature taken. We will not allow parents to walk their children to class with the exception of kindergarten on the staggered entry day. PreK parents will check in their children at Door 2 and an assistant will walk the students to class. All other parents, must remain in their cars. If you need to speak with your child's teacher, we request that you schedule an appointment. The video entrance system is activated, and anyone who arrives will buzz the office to gain entrance. **A forgotten item (such as a lunch box) should be brought to the office, and the child will be called to pick it up.**



## **SCHOOL DRESS CODE**

The Shelby County Schools Policy on Dress Code (#6021) requires all students to wear the school uniform every day.

- The Shelby Oaks uniform consists of any color polo or collared type shirts, and navy, black or tan bottoms.
- Only solid white short and long sleeve undershirts are permitted.
- Uniforms should be clean and worn neatly.
- Skirts and dresses must be at or below the knee. Tights with feet and not leggings are to be worn.
- Pants must be worn at the waist with buckled belts. Sagging pants will not be allowed.
- Tennis shoes are required for physical education. Students may not wear flip-flops or any type of shoe that has an open back. "Fad" shoes or high heels are not acceptable as they often cause safety problems.
- Vulgar or suggestive writing, and alcohol or tobacco advertising will not be allowed on clothing.
- Hair should be cut and combed neatly. No rollers, clips, hairnets or shower caps will be allowed. Hats are for outside wear and must be removed when entering the building, unless there is a medical reason or a special spirit day.
- Black, white, cream, and navy light weight jackets, sweaters and sweatshirts are permitted to be worn in the classroom during the fall and winter months. They must be a solid color with no recognizable logos or writing.
- The wearing of oversized rings, belt buckles, or buckles with lights, medallions, and dog tags are not permitted. Only studded ear rings are permitted to avoid any accidental injury. Oversized glass studs, hoop, dangling, and designer earrings are not permitted.
- Violation of the dress code will result in parents being called to bring the appropriate clothing to school. The child will be waiting in the front office until the change of clothing arrives. If available, alternative clothing may also be provided for the day.

## **PARENT COMMUNICATION**

If problems arise, please make us aware of them by calling, emailing your child's teacher directly, or calling the school's office at 416-4305. The entire staff stands ready to offer assistance in any way possible. Teachers also utilize Class Dojo and during Gear Up Day, parents can receive information about logging into Class Dojo.

It is imperative that parents inform the school of any address or telephone number changes. In the event of an emergency, the school must have accurate information to make phone contact. This should include home, work, cell phone, and emergency friend's telephone numbers.

A key component of our partnership with parents is the utilization of phone calls, agenda book notes, emails, class dojo, written progress reports, misconduct reports, and parent notification from teachers, support staff, and administration.

## PARENT CONFERENCES

Parents should meet with their child's teacher regarding any matters of concern. If the concern persists after working with the teacher, parents may request a conference with the Assistant Principal. Matters needing further resolution after a period of time may be referred to the Principal for a conference. **Appointments must be made for parent conferences, to clear suspensions, and conduct other school business.**

## ATTENDANCE

All children are expected to be in attendance and on time each day.

- Any child absent from school must provide a written note stating the reason for the absence from a parent or guardian no later than three (3) school days after the absence was taken.
- Acceptable excuses, according to the Shelby County Board of Education policy are:
  1. Personal illness,
  2. Death or serious illness in immediate family,
  3. Any other unusual cause acceptable to the principal,
  4. Recognized religious holiday, or
  5. Court detention or summons
  6. When the student is representing the school in a school sponsored activity
- A doctor's statement is required for excessive absences. If no documentation justifying the absence as excusable is submitted within the three-day period, the absence will become an unexcused absence.
- When unexcused absences occur, Shelby County Schools will seek assistance and support from school-based and community wide programs or agencies to restore the student's attendance. SCS will also use effective interventions with students and parents/guardians to restore and maintain a student's regular attendance. Referral to Juvenile Court or to the U.S. District Attorney General will be the final option.
- A student will not be considered having perfect attendance if the student has any tardies or early checkouts.
- If a student is absent without an excuse, the school must use school-based procedures as well as appropriate interventions to encourage regular school attendance. The following attendance procedures shall be used:
  - First Two Unexcused Absences – Phone calls by school personnel to parents/guardians
  - Third Unexcused Absence – Phone call by school personnel to parents/guardians informing them of unexcused absences and requesting a parent teacher conference; warning letter to parents/guardians informing them of the truancy laws and the consequences of noncompliance
  - Fourth Unexcused Absence – Phone call to parents/guardians requesting conference; warning letter
  - After the student's fifth unexcused absence a letter will be sent requesting their presence at a meeting of the Student Attendance Review Team (SART). The SART team should consist of guidance counselor, principal (or designee), parent/guardian and students. The SART team must develop a Parent/Student Action Plan to address the cause(s) of the unexcused absences and identify interventions that eliminate the problem and enable the student to attend school on a regular basis.
  - After a student has accumulated ten or more unexcused absences the SART team can elect to refer the student to the community wide Student Attendance Review Board. The purpose of this Board is to determine if the student's case should be moved to Juvenile Court or if the parent/guardian should be given one more opportunity to comply with the attendance laws (#6016).



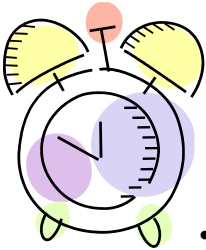
## DISMISSAL OF STUDENTS DURING THE SCHOOL DAY

### Expectations:

- Parents are encouraged to schedule doctor and dental appointments after school hours or during school breaks.
- It is requested that children not be checked out between 2:00 p.m. and 3:15 p.m. Teachers are providing intervention and trying to wrap up the day and get the students out safely and with the attention they need.
- All teachers are on duty between 3:00 p.m. and 3:30 p.m. and are not available for conferences unless scheduled in advance.

## TARDIES

Students miss valuable instructional time when they are late to school or check out early, and it violates the school district's attendance policy.



- Students are tardy if they are not in their classroom at 8:15 a.m.
- Students who arrive after 8:30 a.m. must report to the Main Office to be signed in by a parent and obtain an admittance slip to class.
- If a student is tardy three times during the school year, the principal shall have a conference with the student's parent/guardian.
- A student who arrives late at school more than five times within a school year may be subject to disciplinary action.
- Bus riders will be permitted to eat breakfast and will not be considered tardy due to a late bus.

## DISMISSAL

- Per SCS policy, early dismissals are represented as tardies on report cards and progress reports.
- Change in the mode of getting home will not be accepted unless in writing or by FAX.
- We will not be able to change the mode of dismissal transportation after 2:15 p.m.
- Car riders are asked to sit quietly by grade level in designed school positions as they wait for their car rider number to be called. This will help to speed up departure.
- Please do not park and leave your car to pick-up children, but join the car line and follow all directions by school personnel.
- Only PreK parents will be allowed to enter the building or wait at the entrance.

## EMERGENCY SCHOOL CLOSINGS

Please make advanced arrangements in case of early dismissal due to weather. If school is closed due to bad weather, the Superintendent of Schools will notify local TV and radio stations that will broadcast the information. Please do not call the school office. People who are not listed on the student information form will not be allowed to check-out your children. In addition, check the district calendar and make arrangements for the half days scheduled for the upcoming school year.

## EXTENDED DAY PROGRAM

Many of our families are in need of activities after the regular school day. In response to that need, Shelby Oaks Elementary School and Shelby County Schools have contracted with the Y to provide services before and after school for our students. The Program operates under a license from the Tennessee Department of Education using the standards and licensing procedures approved by the Tennessee Department of Human Services. We have planned a meaningful schedule for our students that provides a number of activities - some instructional and some fun. Activities include library, computer activities, music, conversational Spanish,

and physical education.

- Before Care will begin each day school is open and on half days at 6:30 a.m. and close at 8:00 a.m. promptly as students can then be dismissed to either class.
- The time after school is 3:15 p.m. until 6:00 p.m.
- Parents are required to come into the cafeteria to sign their children out in the afternoon. The staff calls the child to the cafeteria to be picked up. All exterior doors are locked.
- The regular school telephone number and cell phone is used for communication purposes.
- Only the parent or someone designated by the parent is allowed to sign the child out.
- The Program closes promptly at 6:00 p.m.
- Due to staff limitations, there may be a waiting list from time to time.
- Contact the YMCA for information at 901-766-7677 or register at [ymcamemphis.org/childcare](http://ymcamemphis.org/childcare). Additional information regarding outside day care providers are also available upon request.

### **BOOKSTORE**

- After the first two weeks of school we will open the bookstore. Until that time, students will not be able to purchase items from the store.
- The bookstore is open from 7:45 a.m. to 8:15 a.m.
- Students may purchase basic school supplies, such as pencils, erasers, tablets, folders, paper, etc.
- School t-shirts are available in the bookstore.
- Students must arrive at the bookstore by 8:10 to avoid being tardy to class.
- Grade level supply lists are available in the office, posted on the school's website, and given during Gear Up Day.

### **HOMEWORK**

All devices are to be treated like textbooks and supplies. Students should bring their fully charged devices to school daily. Expect your child to have homework every night, except on week-ends and special occasions. Students need to take home all of the materials necessary to complete their homework before they leave the building. They will not be permitted to re-enter the classrooms after 3:30 p.m.

### **GRADING SYSTEM**

**Shelby County School's system for determining academic grades is as follows:**

Excellent	A	93-100
Good	B	92-85
Average	C	84-75
Low Average	D	74-70
Failure	F	69-0



#### Conduct Grades:

Excellent	E
Good	G
Satisfactory	S
Needs Improvement	N
Unsatisfactory	U

## **MEDICINE**

Sometimes it is necessary for students to take prescription medicine while at school. Aspirin, Tylenol, cough drops and other nonprescription items will not be given to children during school hours.

- Medicine **MUST** be brought immediately to the office by either the parent or the student.
- Parent must complete an Authorization for Medication During School Hours Form requesting that the school administer the medications, which are available in the school office, include the diagnosis, name of the medication, the dosage, length of time medication is prescribed, and other information.
- Medicine is to be in a prescription bottle with the child's name, the name of the medication, doctor's name and pharmacy shown on the pharmacy label.
- The student is responsible for coming to the office at the appropriate time and taking the medicine in the office.

## **TITLE I - - DID YOU KNOW?**

Shelby Oaks is a federally funded school wide Title I school. Title I requires that schools create a positive and supportive learning environment that results in high levels of achievement for all students. Funds are available for academic programs and strategies, additional teachers and other personnel, staff development, materials, supplies, technology and parent training. (Title I does not discriminate against any person based on race, color, gender, national origin, disability or age.)

## **CAFETERIA**

- Students are not allowed to bring candy, gum, sunflower seeds, or other "junk" food to school. The one exception to this rule is that a student who brings a lunch from home may include potato chips or related items as part of their lunch. Students must be able to open all items packed in their lunch.
- Food and drinks must stay in the cafeteria. Students are expected to act like young ladies and young gentlemen while in the cafeteria.
- Teacher assistants monitor and supervise the cafeteria during lunch and students are to follow their directions without question or hesitation.
- There is also a time-out table in the cafeteria where talking is not allowed for students who violate cafeteria expectations and procedures. The following rules are to be followed:
  1. Respectfully follow all directions from any supervising adult without delay or hesitation.
  2. Keep your hands, feet, & belongings to yourself while in the cafeteria.
  3. Eat First -Talk Second with a soft voice. If the cafeteria or individual students (classes) get too loud during lunch, talking will be prohibited in the cafeteria until order is well established. The length of "Silent lunch" depends on how cooperative and responsibly students respond.
  4. Always walk-never run, skip, hop, or jump in the cafeteria.
  5. When a supervising adult raises their hand for silence, **IMMEDIATELY** raise your hand straight into the air & be quiet.

## **BIRTHDAYS**

No food, balloons or displays for student birthdays may be brought to the school for birthday celebrations. Student birthdays will be acknowledged daily during school announcements. Students may only bring birthday party invitations to school if they will be given to every child in the class. Otherwise, invitations must be mailed.

### **CLASS PARTIES**

- Class parties are permitted only at Winter Break and on the last day of school.
- Birthday parties are not allowed. Please provide birthday celebrations at home and not at school as balloons and sweets distract from the learning environment.
- No homemade food is allowed.

### **ASSEMBLIES**

- Students are expected to conduct themselves in an orderly and courteous manner during each program.
- Applause should be generous when appropriate.
- Whistling, stamping of feet, shouting aloud, booing, and constantly talking will not be tolerated.

### **EXPECTATIONS OF STUDENTS**

Parental cooperation is essential as we seek to give students the best education possible. All school rules are established with the purpose necessary for orderly day-to-day operation. Please become familiar with all SCS rules provided on the district website and help us enforce the following school procedures:

1. Each student is expected to show respect for him/herself, for all adults and for all classmates at all times.
2. Each student should respect and protect the property of others.
3. Each student is required to bring all materials needed for class on a daily basis.
4. Each student is required to take all notes, progress reports, and report cards home to the parent/guardian and return to the teacher after they are signed.
5. No student is to leave campus for any reason during the school day unless properly checked out through the office. Parents must leave a phone number where they can be reached.
6. Students who are absent must bring a note from the parent/guardian explaining the reason for the absence and the note should cover all dates, which are in question.
7. Students should not arrive to school before 8:00 a.m., unless they eat breakfast, and all students should be off the campus by 3:30 p.m. each afternoon unless they are in the after-school program.
8. Students who walk to school should come directly to school in the morning and should go directly home in the afternoon.
9. Students who experience difficulty of any kind while en route to or from school should promptly report the problem to their teacher and/or the office.
10. FIRE DRILLS AND EMERGENCY DRILLS MUST ALWAYS BE CARRIED ON IN AN ORDERLY AND QUIET MANNER.
11. Bullying or harassment will not be tolerated at Shelby Oaks Elementary. This includes verbal, physical, non-verbal gestures, interaction online including email, social networks and websites, or any form of intimidation. These types of behaviors should be reported immediately to teachers or administration.

Shelby County Schools Code of Conduct [http://www.scsk12.org/Policy\\_Manual/default.html](http://www.scsk12.org/Policy_Manual/default.html)

### **TRANSPORTATION RULES**

#### **General and Special Education**

Per policy 6050, Parents of students are responsible for their child's supervision until the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a student boards the bus - and only at that time - does he or she become the responsibility of the school system. Such responsibility shall end when the student is delivered to the regular bus stop at the close of the school day.

The following student behavior and safety standards have been established as a guideline for all students eligible for transportation.

### **BEHAVIOR EXPECTATIONS**

1. Students in grades K through 12 shall display their transportation bus pass to the driver upon boarding the bus both morning and afternoon.
2. **Students in grades K through 1st are required to be supervised by an adult parent or guardian when delivered to the bus stop. These students will not be allowed to exit a school bus without a parent, guardian, approved adult, or a sibling 11 years or older present to receive the student.**
3. Special education students must have a parent or guardian at their residence to receive them when dropped off. If there is no one present, they will be returned to their school for supervision until picked up by a parent or guardian.
4. Cooperate with the driver.
5. Students shall be respectful and not use obscene and/or abusive language.
6. No screaming or yelling on the bus.
7. Students will not throw items in or out of the bus. This behavior can cause serious safety consequences.
8. No fighting, bullying, harassment or horseplay on the bus or at the bus stop.
9. Students will not deliberately stand on private property while waiting for the bus. (If the bus stop does not allow enough space, please contact SCS Transportation).
10. Students will load and unload the bus in a safe and timely manner. **Be at your bus stop at least 5 minutes prior to your assigned pick up time.**
11. Students must stay seated and not turn around in their seat. Nothing should ever block the aisle.
12. Smoking and use tobacco and/or drugs on the bus or at the bus stop is prohibited.
13. Students will not extend hands, arms, head or any body parts out of the windows.
14. Students will not tamper with equipment or vandalize the bus. Parents/students will be charged for repair to damage of the interior/exterior of the school bus.
15. Students should keep bus clean. Eating and drinking on the bus is prohibited.
16. Students may not use electronic devices including cell phones, cameras, iPods/MP3 players, etc. on the school bus. Cell phones and electronic devices may not be used for phone calls, texting or taking pictures at any time while on the bus.
17. Students may only ride the bus which serves their home address and may only board or de-board at assigned stop unless approved by the school principal and/or SCS Transportation.
18. Large band instruments are not allowed on the school bus.

### **SAFETY**

1. Students will stay out of the streets while awaiting the arrival of the bus.
2. Students must remain seated until the bus has come to a complete stop and the stop arm has been extended.
3. Students shall cross the street in front of the bus and under the direction of the driver. Look both ways then proceed to cross when the driver signals to them and the bus stop arm has been extended.

## **Remember: School Bus Transportation is a Privilege**

For more information please visit the Shelby County Schools website and review the following policies: 6050 Student Conduct on Buses; 6022 Student Behavior; 6057 Physical Relocation of Students; 3004 Student Transportation Services; and 3005 School Bus Safety Program. Please contact the First Student terminal at 320-9356 or the Transportation Department at 416-6077 to address any transportation related questions and/or concerns regarding issues with drivers and drop off and pick up times.

### **UNNECESSARY ITEMS**

Some things are best left at home. They may be a source of disruption to instruction or may cause a disturbance among students.

- All electronic devices, all cards, games, fidgets, and toys all belong at home.
- If such items are brought to school, they will be confiscated by the teacher or the office and kept until a parent comes to school to pick up the item.

### **BACKPACKS**



Students who have back trouble may use rolling backpacks. A parent must request in writing that his/her child be allowed to use a rolling backpack due to health reasons.

### **POSITIVE BEHAVIOR**

Throughout the year teachers provide positive incentives based on students achieving academic, attendance, and social goals. Additional incentives for perfect attendance and citizenship will be provided when funding is available. Please assist us in praising and rewarding our students who put forth the effort to reach their full potential.

### **PLEDGE OF ALLEGIANCE**

To promote a community and sense of patriotism, each Shelby County School sets aside time in the morning for students, faculty, and staff to salute the flag and recite the Pledge of Allegiance. Parents of students who desire not to recite the pledge are responsible for notifying the principal and teacher in writing.

### **SAFETY DRILLS**

Safety drills are conducted according to state recommended procedures.

- If parents or other visitors are at the school during a drill, they will be expected to participate.
- Fire drills are conducted monthly and they are announced and un-announced.
- Tornado drills, earthquake drills, intruder drills, and emergency health drills are conducted yearly.
- To ensure all students are prepared in the event of an emergency; students who fail to comply with instructions or are disruptive during drills will be referred to the office for disciplinary action.

### **PAYMENTS**



All payments will be in CASH, CASHIER'S CHECK, OR MONEY ORDER. No personal checks are accepted for ANYTHING!



## **Shelby Oaks Elementary Family Engagement Plan**

The Shelby Oaks Elementary Family Engagement Plan was developed jointly with parents to establish expectations for parental involvement and to define the commitment of the school toward providing parents with the skills and information necessary to help their children achieve academic excellence. It is our goal to assist parents to be knowledgeable of the skills and information needed to help their child/children be successful in school.

### **Parental Commitment**

**Shelby Oaks Elementary parents will act as advisors, resource persons, and coordinators in the following ways:**

- Supporting our school's efforts to maintain a safe and respectful environment
- Encouraging their child to solve conflicts peacefully
- Supporting our school's efforts to help their child achieve academically
- Assisting their child with homework and special projects
- Expressing ideas, concerns, and suggestions to teachers and school administrators
- Providing frequent and meaningful attention to help their child reach their full potential in school and in life
- Maintaining ongoing communication including attending parent/teacher conferences
- Actively participating in the PTA, Leadership Council, WATCH DOGS and other parent/school committees and trainings
- Using their talents and resources to enhance Shelby Oaks' instructional program
- Attend the Title 1 meeting as well as respond to memos, surveys, and questionnaires expressing their ideas, concerns and suggestions
- Develop jointly with the school a school/parent compact and family engagement plan

### **Elementary and Secondary Education Act (ESEA)**

**Elementary and Secondary Educator Act (ESEA) requires that Shelby Oaks Elementary parents, administrators, staff and community members work together to plan for and Ensure high quality academic programs in the following ways:**

- Making parents and community members aware of ESEA and Shelby Oaks' participation in state and federal programs
- Providing timely information to families about program and policies administered under ESEA guidelines
- Encouraging parents to observe and volunteer in the school's programs and classrooms
- Soliciting ongoing feedback and suggestions from parents on decisions relating to the education of their children and schedule additional meetings as needed
- Providing parents with copies and explanations of the Family Engagement Plan and Parent/Student/School Compact
- Providing parents with ongoing, current student information, progress reports, and assist parents in understanding Shelby Oaks' school curriculum assessments used to measure student progress, and the proficiency levels students are expected to meet
- Assisting parents in understanding State Academic Achievement Standards, SCS curriculum, State and District assessments used to measure student progress, and the proficiency levels students are expected to meet
- Assisting parents on how to monitor their child's progress and providing materials and training to help parents work with the school to improve their child improve achievement

### **School Commitment**

**Shelby Oaks Elementary will encourage families to become meaningfully engaged in their child's education by doing the following:**

- Inviting all parents to annual meetings (at flexible times) to inform them of ESEA and Title I requirements, the school's participation in Title I, and the rights of parents to be involved in the school

- Conducting regular and flexible parent meetings, to keep parents informed of current events and issues, timely progress reports, and parent/teacher conferences
- Involving parents in organized and ongoing development and future revisions of the School Improvement Plan, Family Engagement Plan, Parent/School Compact and other documents and programs relating to their child's academic instruction
- Provide full opportunities for limited English proficiency parents, as well as parents with disabilities, and parents of migratory children by eliminating language barriers for limited English proficiency parents by providing written and verbal communication in English and Spanish or primary language.
- Encouraging parents to meet the challenges of raising happy, successful children by offering diverse parent trainings and workshops, based on surveyed parental needs
- Utilize partnerships with community organizations, adopters, and businesses
- Provide information, training opportunities, and family services to improve parents' ability to help with their child's education
- Jointly developing, acquiring appropriate signatures and distributing Parent/Student Handbooks, Family Engagement Plans and Parent/School Compacts
- Provide and information board of current events to inform parents of school events, receive notices and timely communications, in order to respond and /or participate
- Ensure Staff are educated (with the assistance of parents) in the value of, working with, communicating with parents to implement and coordinate parent programs



## **Plan de Compromiso Familiar de Shelby Oaks**

El Plan de Compromiso Familiar de la Escuela Elemental de Shelby Oaks ha sido desarrollado en conjunto con los padres para establecer expectativas para la participación y definir el compromiso de la escuela con el propósito de proporcionar a los padres el conocimiento e información necesarios para ayudar a que sus niños logren la excelencia académica. Es nuestra meta asistir a los padres para que tengan conocimiento de las habilidades e información necesaria para ayudar a que sus niños sean exitosos en la escuela.

### **Compromiso de los Padres**

**Los padres de la Escuela Elemental de Shelby Oaks actuarán como consejeros, fuentes de información y coordinadores de las siguientes maneras:**

- \* Apoyando los esfuerzos de la escuela para mantener un ambiente seguro y respetuoso
- \* Fomentando en sus hijos la manera de resolver conflictos pacíficamente
- \* Apoyando los esfuerzos de nuestra escuela para ayudar a su hijo/a realizarse académicamente
- \* Ayudando y asistiendo a sus hijos con las tareas escolares y proyectos especiales
- \* Expresando ideas, preocupaciones, y sugerencias a los maestros y personal administrativo
- \* Ofreciendo atención significativa y frecuente para ayudar a que sus hijos a logren su más alto potencial en su escuela y en la vida
- \* Manteniendo una comunicación constante incluyendo la participación en conferencias de padres y maestros
- \* Participando activamente en PTA Asociación de Padres/Maestros, Consejo de Liderazgo, Watch Dogs Padres Guardianes y otros comités de padres/escuela y entrenamientos escolares
- \* Usando sus talentos y recursos o fuentes de información para resaltar los programas instructivos de Shelby Oaks
- \* Atendiendo a reuniones del Título 1, así como respondiendo a las notificaciones, memorandos, encuestas y cuestionarios expresando sus ideas, preocupaciones y sugerencias
- \* Desarrollando conjuntamente con la escuela un convenio o pacto de escuela/padres y un plan de compromiso familiar

### **Acta de la Educación Elemental y Secundaria (ESEA)**

**El Acta de la Educación Elemental y Secundaria (ESEA) requiere que los padres, administradores, personal y los miembros de la comunidad de Shelby Oaks, trabajen juntos para y asegurar alta calidad en los programas académicos en las siguientes formas:**

- \* Haciendo que los padres y miembros de la comunidad sean conscientes de ESEA y de la participación de Shelby Oaks en programas estatales y federales.
- \* Proporcionando a tiempo información a las familias, sobre programas y políticas administradas bajo las pautas de ESEA.
- \* Animando a los padres a observar y a ser voluntarios en los programas que tienen lugar en la escuela y en el salón de sus hijos.
- \* Solicitando constante retroalimentación y sugerencias de los padres en decisiones relacionadas a la educación de sus niños y programar reuniones adicionales cuando sean necesarias.
- \* Facilitando a los padres con información, copias y explicación del Plan de compromiso de Familia y del convenio de Estudiantes/Padres/ Maestros/Escuela.
- \* Facilitando a los padres realimentación e información actualizada del estudiante, reportes de progreso y ayudando a los padres a entender el currículo de la Escuela de Shelby Oaks, evaluaciones para medir el progreso del estudiante, y los niveles que los estudiantes están supuestos a reunir.
- \* Asistiendo a los padres a entender los niveles o normas del Progreso Académico del Estado, el currículo de SCS, exámenes del Distrito y del Estado, usados para medir el progreso del estudiante y los niveles de capacidad o habilidad que se espera que los estudiantes reúnan.
- \* Asistiendo a los padres de cómo monitorear el progreso de los niños y proporcionando materiales y entrenamiento para ayudar a los padres que trabajen con la escuela para mejorar el progreso de su niño/a.

### **Compromiso de la Escuela**

**La Escuela de Shelby Oaks fomentará en las familias que se vuelvan significativamente comprometidas en la educación de su hijo/s de las siguientes maneras:**

- \* Invitando a todos los padres a reuniones anuales (en horarios flexibles) para informarles sobre NCLB y los requisitos del Título 1, la participación de la escuela en el Título 1, y los derechos de los padres para comprometerse a ser parte activa de la escuela.
- \* Conduciendo reuniones regulares y flexibles con los padres de familia, para mantenerlos informados sobre temas y eventos actuales, reportes de progreso a tiempo, y reuniones o conferencias de padres/maestros.
- \* Involucrando a los padres en el desarrollo constante y organizado, y futuras revisiones del Plan de Mejoramiento de la Escuela, Plan de Compromiso de Familia, el Convenio entre Escuela y los Padres y otros documentos y programas relacionados con la instrucción académica de su/s hijos/as.
- \* Eliminando las barreras del idioma para los padres con uso limitado del Inglés, proporcionándoles comunicación oral y escrita en Inglés y en español o idioma nativo.
- \* Animando a los padres a que encuentren el desafío para criar niños exitosos, y felices ofreciéndoles diversos entrenamientos y cursos para padres, basados en encuestas de la necesidad de los padres.
- \* Utilizando compañerismo con organizaciones de la comunidad, padrinos, adoptadores o patrocinadores y negocios.
- \* Proporcionando información, oportunidades de entrenamiento y servicios familiares para mejorar en los padres la habilidad de ayuda en la educación de sus hijos.
- \* Desarrollándose unidos, adquiriendo firmas apropiadas y distribuyendo folletos y Manuales de Padres/Estudiantes, Plan de Compromiso de Familia y el Convenio entre Padres/Escuela.
- \* Proporcionando información del consejo de eventos actuales para informar a los padres de eventos escolares, recibir informes y comunicación a tiempo a fin de que respondan y/o participen.
- \* Asegurarse de que el personal sea educado (con la asistencia de los padres) en el valor de trabajar y comunicarse con los padres para implementar y coordinar programas de padres.

## **Shelby Oaks Elementary Student / Parent / Teacher / School Compact**

This compact has been jointly developed and agreed upon by students, parents and staff, and community stakeholders as a way to promote positive and productive working relationships and a shared commitment to improving academic achievement for all Shelby Oaks Elementary students.

### **Parent/Guardian Agreement**

I want my child to achieve. Therefore I, the undersigned, a partner in the education of children at Shelby Oaks Elementary commit to the following:

- Let my child know that I think school is important
- Encourage my child's efforts and be available for questions and support
- Ensure that my child gets plenty of rest each night, attends school daily and is on time
- Encourage my child to verbalize his/her problems, misunderstandings and support the school in maintaining proper discipline
- Establish a daily time and place for homework, maintain the necessary supplies, and review assignments and other necessary school papers regularly
- Read contents of the agenda/folder, sign and return all documents with any necessary comments
- Read to and with my child every day
- Attend parent conferences, meetings and school functions regularly
- Be an active participant in what my child is learning and doing by visiting and/or volunteering in the classroom
- Provide proper uniforms and materials necessary for school each day
- Make an effort to establish a positive relationship and ongoing communication with my child's teacher
- Work cooperatively with the school to maintain proper discipline

**Parent's Signature** \_\_\_\_\_

### **Student Agreement**

It is important that I work to the best of my ability. Therefore I will strive to do the following:

- Show a positive attitude toward school daily
- Respect all persons and materials at school and act accordingly
- Get plenty of rest each night and attend school regularly and on time
- Come to school each day with the necessary tools for learning
- Participate in all classroom activities and complete assignments
- Observe regular study hours at home and complete and return homework assignments
- Wear the correct school uniform daily
- Follow the Student Code of Conduct, Shelby Oaks Elementary school rules, and my classroom rules and take responsibility for my actions and grades
- Verbalize problems and misunderstandings

**Student's Signature** \_\_\_\_\_

### **Teacher Agreement**

I, the undersigned, a partner in the education of children at Shelby Oaks commit to the following:

- Demonstrate respect and commitment to all of my students
- Provide a classroom that is welcoming, developmentally appropriate, responsive to the differing needs of my students, and is conducive to learning
- Make sure every student experiences some type of success daily
- Maintain high expectations and plan challenging and meaningful activities that lead toward academic growth and success on TCAP

- Provide appropriate homework assignments that reinforces skills taught in the classroom
- Communicate with parents frequently about their child's successes and challenges through conferences, progress reports, agendas/folders, phone calls, and/or email messages
- Participate in professional development that enables me to gain knowledge which will enhance student achievement
- Encourage parents to visit, volunteer, and participate in our classroom
- Provide necessary guidance to parents so they can help their child to succeed

**Teacher's Signature** \_\_\_\_\_

### **School/Principal Agreement**

It is essential that we work together for students to achieve. Therefore I, the undersigned, a partner in the education of children at Shelby Oaks commit to the following:

- Provide a safe, nurturing environment that allows for positive communication between teachers, parents, and students
- Ensure all students, parents and staff are treated with respect
- Monitor attendance of students and recognize classes meeting state and district goals for attendance
- Observe Board of Education expectations and communicate them to parents and the surrounding community
- Provide high quality instruction in a supportive and effective learning community that enables students to meet the state's academic achievement standards
- Encourage teachers to provide regular, appropriate homework assignments to reinforce classroom instruction
- Plan and implement professional development opportunities that meet the needs and strengthen the skills of parents and staff
- Provide parents with reasonable access to staff and encourage them to become an active part of the Shelby Oaks community by visiting, volunteering and observing in their child's classroom
- Hold annual parent/teacher conferences to discuss this compact and how it relates to their child's academic achievement
- Support parental activities that enhance our instructional program and student academic achievement

**Principal's Signature** Catherine Diezi, Ed.D.

## **Convenio de Shelby Oaks entre, Estudiantes /Padres/Maestros /Escuela**

Este convenio ha sido conjuntamente desarrollado y aprobado por los estudiantes, padres, el personal de la escuela, y por la sociedad participativa como una manera para promover relaciones de trabajo positivas/productivas y un compromiso compartido para mejorar los logros académicos de todos los estudiantes de Shelby Oaks.

### **Acuerdo de los Padres/Tutores**

Yo quiero que mi hijo/a tenga logros. Por lo tanto yo, la persona quien firma abajo, un compañero en la educación los niños de la Escuela Elemental Shelby Oaks, me comprometo a:

- Hacer que mi hijo entienda que la escuela es muy importante.
- Estimular el esfuerzo de mi hijo y estar disponible para preguntas y apoyarle.
- Asegurarme de que mi hijo se acueste temprano y descansa plenamente cada noche y asista a la escuela cada día y que llegue siempre a tiempo.
- Hacer énfasis para que mi hijo/a verbalice sus problemas, preocupaciones y malos entendidos y apoyar a la escuela para que el/ella mantenga una buena disciplina.
- Establecer un horario y lugar diario para hacer las tareas, mantener los materiales que el niño/a necesita y revisar tareas y otros papeles escolares con regularidad.
- Leer los contenidos de la agenda/folder diariamente, firmar y regresar todos los documentos con cualquier comentario que sea necesario.
- Leerle, y leer con mi hijo/a todos los días.
- Atender a las conferencias de padres/maestros, reuniones y funciones de la escuela, con regularidad.
- Ser un participante activo en todo lo que mi hijo esté aprendiendo y haciendo, visitando la escuela y sirviendo como voluntario en el salón de clase.
- Proveer al niño/a del uniforme apropiado y los materiales necesarios para la escuela cada día.
- Hacer un esfuerzo para establecer una relación positiva y tener una comunicación constante con la maestra de mi hijo/a.
- Trabajar cooperativamente con la escuela para mantener disciplina propia.

**Firma del Padre/tutor** \_\_\_\_\_

### **Acuerdo del Estudiante**

Es muy importante que yo trabaje en la mejor de mis habilidades. Por consiguiente pondré el mejor de mis esfuerzos y me comprometo a lo siguiente.

- Mostrar una actitud positiva hacia la escuela todos los días.
- Respetar a todas las personas y materiales en la escuela y comportarme como corresponde.
- Descansar lo necesario cada noche y asistir siempre a la escuela y a tiempo.
- Venir a la escuela cada día con los materiales necesarios para el aprendizaje.
- Participar en todas las actividades del salón y completar los trabajos asignados.
- Observar horas regulares de estudio en casa, completar y regresar las tareas asignadas.
- Usar diariamente en forma correcta el uniforme de la escuela.
- Seguir, el código de conducta del estudiante, las reglas de la Escuela Elemental de Shelby Oaks, las reglas de mi salón de clase y tomar responsabilidad por mis acciones y calificaciones.
- Verbalizar problemas y malentendidos.

**Firma del Estudiante** \_\_\_\_\_

### **Acuerdo del Maestro/a**

Yo, la persona que firma en la parte de abajo, un compañero/a en la educación de mis hijos en Shelby Oaks, me comprometo a lo siguiente:

- Demostrar respeto y compromiso a todos mis estudiantes.
- Proporcionar un salón de clase acogedor y desarrolladamente apropiado, respondiendo bien a las diferentes necesidades de mis estudiantes la cual es enfocado hacia el aprendizaje.

- Asegurarme de que cada estudiante experimente algún tipo de éxito diario.
- Mantener altas expectativas, un plan de desafío y actividades significativas que le lideren hacia el crecimiento académico y hacia el éxito en el TCAP.
- Proporcionar tareas apropiadas, asignadas para que refuercen los conocimientos enseñados en el salón de clase.
- Comunicarme frecuentemente con los padres sobre los retos y logros de su hijo/a a través de conferencias, reportes de progreso, agendas/folders, llamadas telefónicas y/o correos electrónicos.
- Participar en el desarrollo profesional que me permita ganar conocimiento el cual incrementará el logro del estudiante.
- Motivar a los padres/tutores para que visiten regularmente la escuela, sirvan de voluntarios, y participen en el salón de la clase de su hijo/a u otros salones.
- Proporcionar guías necesarias a los padres para que ellos puedan ayudar a su niños/as a que sean exitosos.

**Firma del Maestro/a** \_\_\_\_\_

### **Acuerdo de la Escuela y el Director/a**

Es esencial que trabajemos juntos para lograr el éxito en los estudiantes. Por lo tanto yo, la persona quien firma abajo, un compañero en la educación de los niños de Shelby Oaks, me comprometo a lo siguiente:

- Proveer un ambiente seguro y enriquecedor que permita una comunicación positiva entre maestros, padres y estudiantes.
- Asegurarme de que todos los estudiantes, padres y personal de la escuela sean tratados con respeto.
- Monitorear la asistencia del estudiante y reconocer las clases de juntas o reuniones del estado y las metas del distrito para la asistencia escolar.
- Observar las expectativas del Consejo Educativo "Board of Education" y comunicárselas a los padres y a la comunidad que nos rodea.
- Proporcionar instrucción de alta calidad en una comunidad de aprendizaje efectiva y comprehensiva que permita a los estudiantes reunir los niveles académicos del estado.
- Animar a los maestros/as para que proporcionen tarea regular y apropiada para reforzar la enseñanza del salón de clase.
- Planear e implementar oportunidades de desarrollo profesional que reúna las necesidades y refuercen los conocimientos de los padres y al personal de trabajo.
- Proporcionar a los padres con acceso razonable al personal y animarlos a que sean parte activa de la comunidad de Shelby Oaks, visitando, sirviendo como voluntarios y observando el salón de su niño/a.
- Mantener conferencias anuales de padre/maestro(a) para discutir este convenio y como éste se relaciona con el logro académico de su niño.
- Apoyar las actividades de los padres que incrementen nuestro programa de instrucción y logros académicos del estudiante.

**Firma del Director/a** Catherine Díez, Ed.D.

## **Parent's Right To Know**

### **All parents have the right to request the following:**

- A teacher's professional qualifications, licensure, grade/s certification, waivers
- A teacher's baccalaureate and/or graduate degree, fields of endorsement, previous teaching experience
- A paraprofessional's qualifications
- An annual notice of Student Education Records Privacy and Notice for disclosure of School Directory Information
- An assurance that their child's name, address, and telephone listing not be released to military recruiters

### **All parents will receive information on the following:**

- Their child's level of achievement in each of the State academic assessments
- Notification of right to transfer child to another school in the district if student becomes the victim of a violent crime or is assigned to an unsafe school.
- District Family Involvement Policy and School Parent Involvement Policy
- Their right to public school choice, supplemental services, and more effective involvement if their child's school is identified for school improvement.