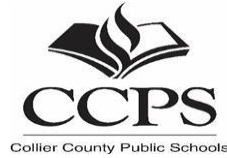


Laurel Oak Elementary

Parent Handbook



2025-2026



www.collierschools.com

Dr. Leslie Ricciardelli
Superintendent of Schools

THE DISTRICT SCHOOL BOARD OF COLLIER COUNTY

Kelly Mason, Chair
Stephanie Lucarelli, Vice Chair
Tim Moshier, Member
Jerry Rutherford, Member
Erick Carter, Member

This report has been prepared by The District School Board of Collier County.
Additional copies, if available, may be obtained by writing:

Collier County Public Schools
Laurel Oak Elementary

Report Number:

07/22/2025

Coordinated by:

Mrs. Christina Anderson/Principal

CCPS VISION STATEMENT

Inspire students to achieve academic excellence.

School Board Policies 2266, 3362, and 5517 – Prohibits discrimination or harassment on the basis of race, color, religion, national origin, sex (including sexual orientation and/or gender identity), disability, or age in the provision of educational opportunities or employment opportunities and benefits. The District School Board does not discriminate on the basis of sex or disability in the education programs and activities that it operates, pursuant to the requirements of Title IX of the Education Amendments of 1972.

For additional information or to report Title IX or any other discrimination/harassment concerns, contact Ms. Valerie Wenrich, Chief Human Resources Officer/ Title IX Coordinator, at (239) 377-0351, wenriv@collierschools.com or at 5775 Osceola Trail, Naples, Florida 341

REFERENCE INFORMATION

IMPORTANT PHONE NUMBERS

School 239-377-7400
School Fax 239-377-7401
MLK Admin Center 239-377-0001
Transportation 239-377-0600
Sheriff's Office 239-252-9300
(nonemergency line)

SAFE AND SECURE CAMPUS

For the safety and security of our students and staff, our front office doors will be locked. All visitors will need to ring the doorbell next to the door to gain entry. When the front office staff answers, visitors will be asked their name, the child's name, and the reason for the visit. All visitors are required to show a physical valid U.S. government issued photo ID before gaining entry to the building. Photocopies and digital photos will not be accepted. Visitors will be provided with a visitor's pass through our visitor management system.

SCHOOL WEBSITES

District: www.collierschools.com

LOE: www.collierschools.com/loe

Lunch Menu & School Bucks: www.collierschools.com/nutrition

SCHOOL HOURS

Arrival 7:45 A.M.
Tardy 8:25 A.M.
Dismissal 2:50 P.M.
Supervision Available 7:45 A.M. to 3:10 P.M.
School Office Hours 7:30 A.M. to 3:30 P.M.

- **Drop-off is prohibited before 7:45 A.M. and students must be picked up by 3:10 P.M. If you need childcare before or after these times, please make arrangements for before or after-school care.**

NUTRITION SERVICES

Breakfast No Cost

Lunch
\$2.50

Milk 0.50

- To see if your child may qualify for a free or reduced lunch, complete the meal application here: <https://www.collierschools.com/nutrition>

LOE SCHOOL MISSION

Laurel Oak Elementary School will create a safe learning environment where every student can be leaders at school and in their community.

LOE SCHOOL VISION

Laurel Oak Elementary will engage in habits that encourage all stakeholders to lead and act responsibly in school and their community.

LOE BELIEFS

Our beliefs at Laurel Oak Elementary are:

- Students are the number one priority.
- Students' learning needs should be the ultimate focus of all decisions.
- All students can learn, however, in different ways and at different rates and depths.
- All students should be provided with the opportunity to achieve their maximum potential.
- Learning occurs most effectively in an emotionally and physically safe environment.
- The district's commitment to continuous improvement and the highest of standards is imperative for all students to become confident, self-directed, lifelong learners.
- Students, families, teachers, administrators, and the community share responsibility for the improvement of the educational process.
- All students and employees should have respect for self and others in order to maintain individual dignity and worth.
- Diversity and respect for it, is essential for the full development of the individual and society.

SCHOOL POLICIES AND PROCEDURES

ARRIVAL PROCEDURES

1. Children may arrive on campus at 7:45 AM. Drop-off is prohibited before 7:45am. Adult supervision is not available until 7:45am.
2. Please do not use the bus loop to drop off students. This is reserved for official CCPS bus use only.
3. Parents and guests can drop off students at the front entrance of the school. Students can eat breakfast or go to their grade level assigned area.
4. The final tardy bell rings at 8:25 AM. Students not in class by 8:25 report to the front office for a tardy pass.

Please honor the following guidelines for the parking lot, which ensure the safety of our children:

- Cars must be parked in a parking space; not the drop-off or pick-up area.
- Cars should never be left running when the driver is not in the car.
- Students may not walk from the parking lot to the main entrance alone. A parent must escort the child to the entrance if parked.
- Once parents gain entry to the front office, an office staff member will call the classroom for dismissal. Parents are not allowed to go directly to the classroom.
- Parents/ guardians must provide a physical US issued government ID(Copies/photos not accepted). Pick-up person must be listed in FOCUS on the authorized pick-up list.

DISMISSAL PROCEDURES

1. For an early dismissal, students will not be called down to the office until parents arrive in the front office. Students will not be dismissed after 2:30 P.M.
2. **Student Dismissal Changes:** Any change in arrangements for dismissal must be made before 2:15 P.M, by calling the front office (239)377-7400.
3. To ensure the safety of our students, every car in the car line should have an LOE car sign with the names of students clearly displayed in the right front car window. For cars without the sign, parents will be directed to park and go to the office for a sign and have their ID checked to ensure they are approved to pick up the child. A physical US issued government ID is required for verification, copies/ photos will not be accepted. All persons picking up must be on the approved pick-up list in FOCUS.
4. All children must be picked up by 3:15 P.M. Adult supervision is not available after 3:15 P.M.

SCHOOL POLICIES AND PROCEDURES

ATTENDANCE

Being in school and arriving on time to school are important components for academic success.

STUDENT ABSENCE NOTIFICATION

Parents/Guardians are required to notify the school at 239- 377-7400 when their child is absent and inform the school of the reason for the absence within twenty-four (24) hours by a telephone call or written note. A phone call on the date of the absence prior to 10:00 a.m. is preferable.

MAKE-UP WORK

Students are to be provided one (1) school day for each school day absent to make up work missed without academic penalty. It is the responsibility of the student to arrange for such make-up work. Work not made up within the specified time period will not receive a score. Long-term assignments given before the student is absent are expected to be turned in on the date the student returns to school. Assignments are not required to be given to students prior to an absence (trip, etc.) These provisions shall apply to all grade levels.

EXCUSED ABSENCES

1. An illness of the student documented by a doctor's statement or a documented medical/dental appointment.
2. An observance of an established religious holiday or for pre-arranged religious instruction.
3. A court subpoena, a required court appearance, or placement in detention at a juvenile center in which the student continues his/her education.

VALIDATED ABSENCES

Brief illness, appointments, and family business are considered validated absences for purposes of meeting attendance policy requirements. Absences must be documented by written notes from parents upon your child returning to school. Validated absences are not excused absences.

UNEXCUSED ABSENCES

Absences that the school does not receive notification from parent/guardian. Children who are habitually absent will be reported to the CCPS Attendance Officer.

TRUANCY

5 unexcused absences within a calendar month, or 15 unexcused absences within 90 calendar days, with or without the knowledge or consent of the student's parent (F.S. 1003.1(8) Definition – Habitual truant)

SCHOOL POLICIES AND PROCEDURES

TARDY AND EARLY DISMISSAL POLICY

It is extremely important that your child be in the classroom before the bell rings at 8:25 A.M. The LOE Morning News begins at 8:30 A.M. School announcements are made, and the day begins. Teachers give directions and organizational activities daily from 8:15 A.M.- 8:25 A.M. Students arriving in class after 8:25 will be marked tardy.

It is equally important that students remain at school for the entire day, avoiding early dismissals for all but emergency reasons. A child who is late to class or dismissed early is at a serious disadvantage, loses precious organizational and instructional time, and causes disruption to the instructional program of the other children.

Excessive tardiness/early dismissals may result in further disciplinary action, including, but not limited to calls home, parent conferences, academic make-up time provided during morning free time, detention, names given to the District Attendance Office for further investigation and other interventions as warranted.

It is necessary that a student be in attendance throughout the school day to benefit fully from the educational program of the district. The School Board recognizes that sometimes compelling circumstances require that a student be late to school or dismissed before the end of the school day.

A student is tardy when he or she arrives after the beginning of the school day or when the student is not inside the assigned room of a class when the bell rings at 8:25. It is required that the school be notified in advance of such absences by request of the student's parent, which shall state the reason for the tardiness or early dismissal.

A student's tardiness to school or early dismissal from school shall be excused at the discretion of the principal or designee. A student who is habitually late to school and/or chronically dismissed early shall be subject to disciplinary action by the school administration, including, but not limited to a required parent conference and/or referral to Truancy Court.

EARLY ARRIVAL

Students are not to be on campus prior to 7:45 A.M. unless they are enrolled in the SACC Before-School Program. LOE does not have staff available to supervise students prior to 7:45 A.M. After 7:45 A.M., students must report to their assigned holding area or breakfast.

SCHOOL POLICIES AND PROCEDURES

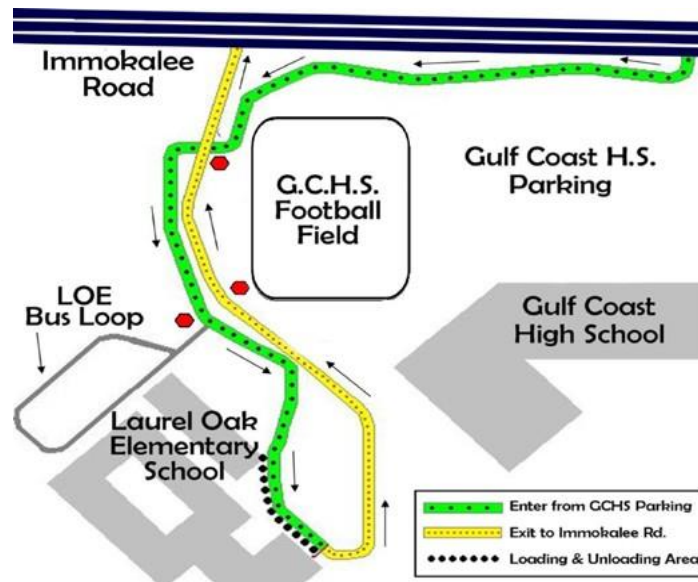
Laurel Oak Elementary Car Line Procedures: Our Goal is Keeping Students Safe

MORNING CAR ARRIVAL

After 7:45am, enter the LOE campus from Immokalee Road. Use the two lanes as designed to merge into **one lane**. Students must arrive through the front entrance only. Late arrival students and an adult will need to ring the buzzer at the front entrance to gain entry to the building. When dropping off children in morning car line, pull all the way forward to the loading and unloading area. Students must report directly to their holding area or cafeteria for breakfast.

AFTERNOON CAR DEPARTURE

In the afternoon, do not attempt to pull directly into the school drive. Instead, enter the car line through the Gulf Coast High School parking lot. The lane from Immokalee Road must be kept clear for visitors, parents with children in the clinic, emergency vehicles and parents dismissing their children early from school. All car riders **MUST** be picked up in the car line. We will operate a “double lane car line” every afternoon. Please listen for which numbered pole you will be pulling forward to. Cars must be put in park when in the student loading zone. For everyone’s safety, students will not be released to parents standing at the front office or gates.



SCHOOL POLICIES AND PROCEDURES

Laurel Oak Elementary Walker Procedures: Our Goal is Keeping Students Safe

MORNING WALKER ARRIVAL

After 7:45 A.M., walkers will enter from the Heritage Greens gate on the side of the bus loop. No parents are permitted to enter the school gate. Students will enter the same school gate that bus riders enter.

For the safety and security of our students, parents may not proceed to these areas.

AFTERNOON WALKER DEPARTURE

Students dismissed as Walker will be escorted to the Walker area. Dr. Pinney will be holding a sign that reads "WALKERS" to help students navigate to dismissal location.

SCHOOL POLICIES AND PROCEDURES

CHANGE OF ADDRESS / PHONE NUMBERS

We must have an up-to-date accurate emergency contact for each student. If parents need to change to their phone number or email address, simply log into the parent portal at www.collierschools.com/portal to update. **On the portal, you can also add relatives, neighbors, or friends that have your permission to pick up your child from school (dismissal or due to illness). Children will not be released unless the contact is listed. Please update as needed! This change takes effect immediately as updates in real time.**

If you have a change of address, contact the school office for further directions and proof of residence.

SCHOOL POLICIES AND PROCEDURES

BUS TRANSPORTATION

Safety is our main concern on the buses. A student is to ride the bus to which he/she has been assigned. The bus driver always oversees the bus and the occupants. Students riding the bus must comply with rules designated by transportation and the CCPS Code of Student Conduct. The administration will work closely with drivers to provide discipline on our buses. When a student cannot follow the rules on the bus, or at the bus stop, the principal or designee has the right to suspend him/her from riding the bus.

Bus rules are applicable from the time a student leaves home until he or she arrives at school. Since there is generally no supervision at the bus stop, it is the responsibility of each parent to monitor his/her own child's behavior.

WHERE'S THE BUS?

CCPS is now offering the "Where's the Bus" app to provide parents and students with timely information about the location of your child's bus. Using GPS technology, this app will show you and your child how many more miles your bus is from the bus stop.

The "Where's the Bus" app is free to CCPS families whose children ride the bus. The app is available on all devices with internet access (smartphone, tablet, iPad, personal computer, etc.) and takes less than five (5) minutes to install. This app allows you to know if the bus is on time or late and it projects how long it is from your stop. Sign up for the "Where's the Bus" app or going online at [//www.wheresthebus.com/](http://www.wheresthebus.com/)

LATE BUS INFORMATION

It appears any morning or afternoon that a school bus is running more than a half-hour (more than 30 minutes) behind scheduled time. Just click on the Late Bus Bulletin sign on the transportation link at www.collierschools.com to find out if, by chance, your child's bus is running late.

If more than one bus is late, a listing of the bus numbers that are delayed can be found. Late bus information is posted by the school bus dispatchers, the folks who are in touch with the bus drivers.

SCHOOL POLICIES AND PROCEDURES

DRESS CODE

The CCPS Dress Codes governs the way students should be dressed for school. Students are encouraged to wear hats and sunscreen when playing in the sun.

- Appropriate shoes are to be worn at all times. For safety, tennis shoes and/or closed toe shoes must be worn for Physical Education class. Students also have recess daily. Flip-flops should not be worn at any time, as they can be a safety concern on the playground or during an emergency situation. Shoes modified for uses other than walking or running are not permitted.
- Halter tops, tank tops, tube tops and short shorts shall not be worn to school. Shoulder coverings must be at least two inches in width. Shorts and skirts must be below the student's fingertips when the arms are held straight at the sides or mid-thigh.
- Hair shall be clean and neatly groomed.
- Hats shall not be worn in the school building but are encouraged for recess and Physical Education.
- Intentionally altered clothing or unbuttoned and ill-fitting garments are not acceptable. Pants or shorts must be worn at the waistline.
- Clothing or personal belongings shall be free of suggestive or other inappropriate writing, advertisement, or artwork.
- ID badges must be always worn. Badges that are lost may be purchased at the front office every Tuesday and Thursday for \$2.00, cash.

LOST AND FOUND

Please be sure your child's name is on his or her personal items, coat, sweater, lunchbox, etc. Many articles are lost and unclaimed. Unclaimed items will be set up in the cafeteria for students to check daily. At the end of each grading period, all unclaimed items are donated to a charitable organization.

HEALTH AND SAFETY PROCEDURES

MEDICATION

If a student requires daily or emergency medication during the school day, a District Medication Authorization Form must be completed and signed by the health care provider each school year. The parent must bring all medications to the school with the completed medication authorization form. Medications must be in the original container and labels must match the health care provider's order. **Students may not transport any medication.** It is the student's responsibility to come to the school clinic at the appropriate time to get the required medication <https://www.collierschools.com/HealthForms>

NURSING PROCEDURES AT SCHOOL

Please inform the school nurse if your child requires any special nursing procedures such as diabetes care, tube feeding, catheterization, etc. Please have the appropriate form completed by your child's healthcare provider and bring it to school with any supplies that are needed for the procedure.

COMMUNICABLE DISEASE

Children with any evidence of a communicable disease must stay out of school until there is no danger of infections to other children. If all visible signs have disappeared, the child may return. In case of disease such as chicken pox, where the lesions remain visible after the communicable stage, it may be

necessary to have a physician or the County Health Department certify that it is permissible for the child to return.

HEAD LICE

Mandatory attendance laws require all children to be in school. Therefore, it is expected that if your child has been sent home with lice/nits, he or she will be treated and will return lice-free the next school day. A parent must accompany the child upon return to school. Before readmission to school, a staff member will re-check your child for lice. Staff members will re-check your child periodically to be sure treatment was effective. A copy of the uses and disclosures of your child's protected health information is available upon request in the office.

INSURANCE

Insurance information is made available for parent consideration at the beginning of the school year. A private company, with School Board approval, offers modified coverage for accidental injuries incurred at school, as well as for 24-hour coverage. The insurance is relatively low cost and is recommended for children not covered by other insurance plans. Information is available at: www.collierschools.com

HEALTH AND SAFETY PROCEDURES

FEVER

Most children's temperatures normally run 98.6F orally or 99.6F rectally when they are not sick. If you think your child has a fever, always use a thermometer. Never try to guess by feeling their forehead or using other non-measurable techniques. If your child truly has a fever, you may choose or be directed by a health care professional to use fever reducing medications such as Tylenol. When your child is taking these medications and their temperature returns to normal, they should not come back to school immediately. Their temperature should be normal without any fever-reducing medications for at least 24 hours before they return to school. For example, if your child had a fever during the night, they should not go to school the next morning, even when their temperature is normal in the morning.

ACCIDENT OR ILLNESS IN SCHOOL

The health and physical well-being of all students is a matter of great concern to us. A child who is sick with fever, headache, nausea, open sores, or similar illness should not be sent to school. When a child becomes ill at school, we will contact the parents to take him/her home, as there is limited space in the clinic. If a serious illness or injury occurs, the parent will be notified immediately. The Emergency Medical Services (EMS) may be called to render medical assistance, if deemed advisable.

When is sick *too sick* for school?



OK for school if...

- ▶ Clear runny nose but no other symptoms
- ▶ 24 hours since vomiting or diarrhea
- ▶ No fever or fever reducing medicine for 24 hours



Call the doctor if...

- ▶ Temperature higher than 100°, vomiting, or diarrhea for more than two days
- ▶ Sniffles for more than a week, and they are not getting better
- ▶ Still have asthma symptoms after using asthma medicine
- ▶ New cough that does not get better after two (2) days

Keep home if...

- ▶ Temperature is higher than 100°
- ▶ Vomiting or diarrhea
- ▶ Undiagnosed cough
- ▶ Pink/crusty eyes



Call 911 if..

- ▶ If there is trouble breathing
- ▶ A severe allergic reaction—no emergency medication available

HEALTH AND SAFETY PROCEDURES

HAZARDOUS WEATHER CONDITIONS

All schools are equipped with weather monitoring systems. We conduct weather related drills twice per school year. In the event of a hazardous weather situation, all movement around campus is stopped and emergency procedures are followed.

When hazardous weather conditions exist at dismissal, students will remain in holding areas or classrooms inside the building until the warning system is clear. Buses will be loaded when weather clears. Car riders will be held in the hallways. Students who walk home will be held until the weather clears. There will be no dismissal regardless of how the child goes home until the weather warning has cleared. This is for the safety of the children, parents, and staff.

BE PREPARED: MOBILE RESOURCES

In case of weather-related emergencies, information regarding school operations coming directly from the school district office may be available from:

- School District Website
- Social media - Join us Facebook and X for LIVE updates
- ParentLink – parents and staff can expect to receive an automated phone message and/or text message containing vital information.

PM Hazardous Weather Dismissal (Lightning Alerts, Heavy Rain, Tornado Alerts, etc.)

Students will be dismissed by grade level to their indoor holding areas for a safe, secure dismissal.

- Students riding the bus will be dismissed first over the loudspeaker. If a bus is not present or the weather is too dangerous to depart, students will remain indoors until we are able to dismiss safely.
- Car riders will be seated by grade level and called by name to be escorted to their car by a teacher. Parents are asked to please have their child's name and grade level displayed to ensure the process is safe and smooth for all. Students walking to their cars will follow a safe path, avoiding the elements and weather.
- Students who walk to school will be secured indoors until the weather passes. If a parent wishes to pick up their child(ren) and walk home with them, they may come to the school to pick up their child in the front office.

HEALTH AND SAFETY PROCEDURES

KEEP COLLIER SAFE

All students should have an educational setting that is safe, secure, and free from bullying & harassment. Students and parents are encouraged to report any act that may be a violation of safety.

SEE IT? • SAY IT!

KEEP COLLIER SAFE

DON'T SPREAD IT • REPORT IT

ALL THREATS ARE TAKEN SERIOUSLY
REPORT SUSPICIOUS ACTIVITY **IMMEDIATELY**
DO NOT SPREAD SUSPICIOUS IMAGES/POSTS ON SOCIAL MEDIA

**REPORT ON
FORTIFYFL**

Download the **FortifyFL App**
to report suspicious activity.
www.GetFortifyFL.com
Available on the App Store and Google Play



**REPORT ON
SWFL CRIME STOPPERS**

ANONYMOUS - CASH REWARDS

1-800-780-TIPS (8477)
OR Crime Stoppers App (P3 Tips)
Available on the App Store and Google Play




**NOTIFY
CCSO**

Collier County Sheriff's Office
239-252-9300
OR click "REPORT IT" at
collierschools.com/KeepCollierSafe



**TALK TO AN
ADULT**

Tell a school administrator, teacher,
YRB Deputy, coach, counselor,
parent, or any adult with whom you
feel comfortable talking.




Definitions

Someone is a **BULLY** when he or she **repeatedly** targets you **on purpose** and makes you feel **powerless**.

If someone is **MEAN**, they are being hurtful on purpose, but it may only happen once or twice.

If someone is **RUDE**, they are being inconsiderate, but it may **NOT** be on purpose.



Types of Bullying

Verbal: using hurtful words to bully
Physical: inflicting harm to the body
Social: gossiping, spreading rumors
Cyberbullying: bullying on computers, phones, or social media

Tell an Adult

Adults **WILL** listen and they **CAN** help!

If you are being bullied, talk to a parent, teacher, counselor, or other adult and **ask for help**.

If you know someone else who is being bullied, **say something about it** and ask an adult for help.

ANONYMOUS REPORTING

- ➔ Text DNTH8 to 274637 (C-R-I-M-E-S)
- ➔ Call Student Crime Stoppers at 1-800-780-8477
- ➔ Submit a "Bullying Incident Form" found on the school district's Bullying Resources webpage at www.collierschools.com



HEALTH AND SAFETY PROCEDURES

VISITORS

All visitors to the campus must report to the front office and present a valid U.S. government issued photo ID to gain admittance through our Raptor system. This procedure will be strictly enforced. Photos, paper copies, or digital images of U.S. government issued photo IDs will not be accepted. An appointment is necessary to visit your child's classroom. Teachers are instructed to keep their doors locked for security purposes.

Parents are welcome to join their child(ren) at lunch in the cafeteria after the first 4 weeks of school. Parents can only sit with their child(ren) at the designated family tables in the "family seating area". This is for the safety and security of all students.

SMOKE AND TOBACCO FREE ENVIRONMENT

The School Board is committed to providing students, staff, and visitors with a smoke and tobacco-free environment. The negative health effects of tobacco use for both users and nonusers, particularly in connection with secondhand smoke, are well established.

Tobacco usage or possession shall include, but not be limited to, cigars, cigarettes, electronic/disposable/artificial cigarettes/vapes (e.g., Juuls), pipes, chewing tobacco, snuff, and rolled items that contain tobacco.

Violations of this policy by members of the public who fail to cooperate will result in their removal from the property.

WEAPONS AND OTHER DESTRUCTIVE DEVICES

The School Board prohibits any person including those with concealed weapons permits, from possessing, carrying, handling, concealing, or storing a weapon or firearm or facsimile thereof or any other destructive device or weapons as defined by law on school property or at a school or District sponsored event. In addition, the Board waives the vehicle exception as stated in F.S. 790.115 and prohibits keeping any weapon or firearm in a private vehicle on school property, even if the firearm stays in the vehicle, is securely encased and is not readily accessible for immediate use.

Weapons and destructive devices include, but are not limited to, firearms, guns of any type, bombs, explosive, explosive devices, poison gas, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, or any other category of weapon and/or destructive device as set forth in F.S. 790.001 and incorporated by reference herein.

Additionally, no one may exhibit a firearm or weapon on school property, on a school bus, at a school bus stop, or within 1,000 feet of a school, during school hours or during any school-sanctioned activity.

2025—2026 Code of Student Conduct

<https://www.collierschools.com/Page/4900>

PARENT INVOLVEMENT AND COMMUNICATION

PARENT—TEACHER ORGANIZATION

Our Parent Teacher Organization (PTO) is affiliated with the national and Florida PTO. We encourage you to join and attend our meetings, as the PTO greatly benefits the children of Laurel Oak. Please contact the office for further information regarding SAC and PTO.

Our 2025-2026 PTO officers for this year are:

President: Mrs. Kelly Sutton
Vice- President: Ms. Kassy Cottrell
Vice- President: Ms. Heather Sherman
Treasure: Ms. Jena Valerioti
Secretary: Mrs. Jasmine Aldi

VOLUNTEER PROGRAM

Laurel Oak Elementary strives to have a very active volunteer program including parents and interested community members. Adults may work in the school during the day, as well as at home after school hours. There are many activities volunteers

can do in their homes and all are appreciated. If you are interested in volunteering, please follow the steps for becoming a volunteer listed on the CCPS website. If you do not have computer access, our volunteer coordinator can help with the application process. After you have completed the online application, contact the LOE Volunteer Coordinator, Rhonda Morgan at 239-377-7400 to arrange placement. You must bring your US issued driver's license to check in as a volunteer, no exceptions or copies will be accepted. The volunteer application does not roll over and must be completed each school year.

SCHOOL ADVISORY COUNCIL

The School Advisory Council (SAC) was established by the Florida School Accountability Act. The purpose of SAC is to advise the principal and to develop an annual School Improvement Plan. The SAC membership consists of parents, faculty (instructional and non-instructional), business, and community members. Their representative groups elect members to the council. Community representatives are elected by the other members of the council. At the beginning of each school year an election is held based on empty seats. All meeting dates, times, agendas, and minutes for this school year and years past can be found at:

<https://www.collierschools.com/domain/1885>

PARENT INVOLVEMENT AND COMMUNICATION

Dolphin Digest Newsletter

A parent newsletter will be sent out by school leadership to all parent email addresses monthly. This parent newsletter will provide a wealth of information for both parents and students regarding all things LOE! In order to receive this email, parents must have their email address up to date in the parent portal.

CONFERENCES

We view parent-teacher conferences as an important part of the school program and encourage you to request a conference when you have a concern. We want to work with you to solve any problems which may be affecting your child's education. A spirit of understanding, cooperation, and progress is what makes a school and community a better place to live and learn. To ensure good communication, we ask that you follow these guidelines:

- Please do not "drop in" to see a teacher before or after school without an appointment. The teacher's entire day is carefully scheduled to permit preparation for class work, team meetings, etc. All teachers will be happy to rearrange their schedule for a conference by appointment.
- Requests for an appointment should be made by emailing the teacher. The teacher will then arrange an appointment. If you wish to speak with a teacher by

telephone, please call the office and leave your name and telephone number. The teacher will return your call at his/her earliest convenience.

- Communication Folders - A weekly communication packet will be sent home each week on Thursdays. Please go through these folders weekly with your child.

Please note: Teachers are not permitted to conduct conferences, answer emails, or accept calls during the times they are responsible for students or before/after contractual times.

TEACHER REQUESTS

A challenge all schools face each year is creating well-balanced classrooms for children. As always, it is our goal to provide your child with a positive classroom experience. Our entire staff is committed to each child being successful and continually striving for excellence.

We appreciate your support and understanding and ask that parents do not make requests for specific teachers. If you feel your child has some specific educational needs, please put your concerns in writing, along with the teaching style you feel would best suit your child's needs and why

PARENT INVOLVEMENT AND COMMUNICATION

HOMEWORK

Homework assignments should have a specific purpose related to the learning objectives of the grade level benchmarks.

Homework assignments should:

1. Be appropriate to the grade level and abilities of the students involved;
2. Allow for practice and/or preparation;
3. Have a clear goal to the student when assigned;
4. Be commented on;
5. Be within a reasonable time limit for completion.

Each grade level, K—5, has a homework policy, and teachers will communicate that to parents at the beginning of the school year. In general, homework will be assigned each school day Monday through Thursday, except for holidays. The amount of time required to complete the assignment(s) should vary by grade level:

- Kindergarten: Approximately 10 minutes
- Grade 1: Approximately 20-30 minutes
- Grade 2: Approximately 30 minutes
- Grade 3: Approximately 30-45 minutes
- Grade 4 and 5: Approximately 45-60 minutes

Teachers will notify parents concerning the homework expectations for their individual class. If a student is absent, work may be made up when the student returns to school or work may be picked up in the office if requested by the parent one day in advance of pick-up.

The following suggestions may be helpful to you and your child:

- Be excited over the fact that your child will be having homework. Your attitude will directly affect that of the student.
- Establish a time and a quiet place for homework. We suggest that a child be allowed a break when he/she first gets home. After the break, but before dinner, is often an appropriate time.
- Provide support when needed but expect the student to complete the homework independently.
- Be sure the work is completed and placed where it will be remembered the next morning.

ELECTRONIC DEVICES

Electronic devices include but are not limited to the following: cell phones; computers; smart watches; portable game units; digital media players, other mechanisms that enable users to communicate electronically person-to-person or through internet social networking sites.

- Electronic devices are to be powered off and NOT to be used, including school buses, unless authorized by the driver. An administrator may grant permission to use a cellular phone in the presence of an administrator for an emergency.
- The use of electronic devices while at school or on buses to record sound or visual images without the consent of the person being recorded or photographed is strictly prohibited.
- The following will result in student discipline at school: refusal to turn off an electronic device when told to by a teacher, administrator, coach, counselor, or other school official; damaging an electronic device owned by the school; causing a disruption; using an electronic device to cheat, including getting and giving answers to tests and copying from the internet; using the electronic device to bully, threaten, harass, attack another student or school personnel whether or not communicated directly to that person; sending (or asking to receive) pictures or videos of people who are partially or completely undressed, or are pretending to or actually performing a sexual act.

- The school may impose consequences to students who misuse electronic devices away from school on their own time if both of the following are true: The student's use of the electronic device causes significant disruption at school or serious emotional, physical, or psychological harm to the school, other students, or school personnel and the student knew, or should have known, that the harm would happen.
- All school issued devices are for educational and instructional purposes only. Students are responsible for their devices and the contents searched and stored on their devices. Inappropriate use is strictly prohibited.

LAPTOP POLICY

Students must assume full responsibility for the care of school property available to them, including electronic devices. These items are issued by school personnel and must be returned upon completion of the school year or withdrawal from school. Responsibility for the property rests with the student to whom the property is issued. Loss of items due to theft or other circumstances will not be accepted as an excuse for nonpayment or for not doing class assignments. If an item is lost and before another one is issued, the student will be required to pay full price for items less than one year old.

Replacement cost will depend on the original price and the age and condition of the items when issued. If the item is found and returned, a refund will be made to the student/parent.

MISCELLANEOUS

CLASSROOM PARTIES

Birthday celebrations are special for all students, and each classroom teacher acknowledges a student's birthday in various ways. If you wish to send in an item for your child's birthday, you may send in a non-food item that will be distributed at the end of the school day. Suggested items include: a colorful pencil, eraser top, stickers, bookmarks, or small novelty item. Food items sent must come in individually pre-packaged, sealed and store bought and will be distributed to students at the end of the school day to take home.

Food items sent or brought in by parents/guardians that are not individually store bought, pre-packaged and sealed will not be given out, this includes cake, cupcakes, donuts, and cookies.

If it is necessary to distribute party invitations at school, there must be an invitation for every student in the class, or all girls, or all boys. This must have the approval of the classroom teacher. Class lists with student names will not be given, only total counts.

LOST BOOKS

Students will be charged for lost textbooks or for books damaged through negligence. Media center books checked out to a student becomes that student's responsibility.

WATER BOTTLES

Students are permitted to bring a water bottle from home. LOE does have refill stations throughout the school grounds, most notably at the PE Pavilion and cafeteria. Metal water bottles, such as Stanley brand, impede the instructional environment with the loud noises of when they fall over, as well as spilling out onto the ground. Please consider a quieter and more secure bottle.

ITEMS TO LEAVE AT HOME

- All pets, knives and other sharp objects, guns (including toy guns), bullets, lasers, fireworks, baseballs, etc. Any item that can be hazardous to children must not be brought to school.
- Money in large amounts should never be brought to school. Send only the money a child needs for a day.
- Heirlooms and other irreplaceable articles.
- Toys, unless prearranged with the teacher.
- Students who bring hot food/coffee/refresher drinks to school will be directed to the cafeteria to finish their food/beverages. Food/beverages will not be allowed to be brought to classrooms.
- Skateboards, rollerblades, video games or any other electronic device.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT

Positive behavioral interventions and supports (PBIS) is what LOE uses to promote school safety and good behavior. With PBIS, we teach kids about behavior expectations and strategies of being **Kind, Respectful, and Responsible**. School-wide PBIS requires a collaborative team consisting of administrators, teachers, support personnel, behavior specialist, and parents. All schools in Collier County, as well as the transportation department, implement Positive Behavior Interventions and Support.

What are some of the benefits of PBIS?

- Increased capacity of school staff to address classroom behavior problems
- Reduced number of office referrals for problem behavior
- Reduced need for disciplinary exclusions.
- Positive school culture
- Increased time for academic engagement
- Increased attendance rates

What does PBIS look like at LOE?

- Positive Referrals
- Dolphin Dollars
- Dolphin Dollar Store
- Leader of the Week
- Dolphin Compliment Chart
- Practicing the Seven Habits

2023 – 2024 SCHOOL FINANCIAL REPORT

EDUCATIONAL FUNDING ACCOUNTABILITY ACT

Section 1010.215, F.S.

COLLIER COUNTY PUBLIC SCHOOLS

SCHOOL NUMBER 0391 LOE

2023-2024 SCHOOL FINANCIAL REPORT

LAUREL OAK ELEMENTARY SCHOOL

REVENUES	Footnotes [1]	SCHOOL*	%	DISTRICT	%	STATE	%
Federal		\$ 1,489,871	10.47	\$ 108,936,908	15.01	\$ 6,878,339,611	19.19
State/Local (excludes Lottery)		12,745,761	89.53	616,523,809	84.92	28,940,818,077	80.73
Educational Enhancement (Lottery) Trust Fund		-	0.00	-	-	-	-
Private		500	0.00	494,958	0.07	29,521,897	0.08
Total		\$ 14,236,132	100.00	\$ 725,955,675	100.00	\$ 35,848,679,585	100.00

* School revenues based on costs.

[1] Total school revenues should agree with the total school costs in the subsequent section.

K-12 OPERATING COSTS **	Per Full-Time Equivalent Student			TOTAL COSTS
	SCHOOL	DISTRICT ***	STATE ***	
Teachers/Teachers Aides (Salaries/Benefits)	\$ 7,613	\$ 7,492	\$ 6,109	\$ 8,748,107
Substitute Teachers (Salaries/Benefits)	Footnote [2]		Not Available from State Data Base	
Other Instructional Personnel ****	1,082	1,660	1,531	1,243,897
Contracted Instructional Services	258	323	456	296,428
School Administration	628	1,002	761	721,306
Materials/Supplies/Operating Capital Outlay	620	651	372	712,994
Food Service	555	749	718	637,858
Operation and Maintenance of Plant	1,076	1,664	1,368	1,236,995
Other School-Level Support Services	556	637	327	638,547
TOTAL SCHOOL COSTS **	\$ 12,388	\$ 14,178	\$ 11,642	\$ 14,236,132

** Capital expenditures for new schools are not included.

*** Amounts reported for District and State reflect costs for all levels of students, not costs by school type.

**** Includes some non-personnel costs, such as teacher training materials.

District Costs: The amounts above represent only school-level costs. No district-level costs have been included.

District costs, such as transportation and administration for CCPS totaled: \$50,936,231 or \$1,172 per FTE

[2] Costs of substitute teachers included in "Other School-Level Support Services" are: \$246,131

2023 – 2024 SCHOOL FINANCIAL REPORT

K-12 ADDITIONAL DETAILED INFORMATION	Per Full-Time Equivalent Student			TOTAL COSTS
	SCHOOL	DISTRICT	STATE	
Teachers/Teachers Aides (Salaries/Benefits): Footnote [3]				
Basic Programs	\$ 7,049	\$ 6,162	\$ 5,030	\$ 6,419,530
ESOL	11,113	7,735	5,989	478,286
Exceptional Programs	9,468	11,307	9,618	1,850,291
Career Education Programs	-	5,218	4,944	-
Adult Programs Footnote [4]	-	-	-	-
Materials, Supplies, Operating Capital Outlay: Footnote [5]				
Textbooks				\$ 135,207
Computer Hardware & Software				252,149
Other Instructional Materials				118,297
Other Materials and Supplies				207,341
Library Media Materials				\$ 33

[3] The total of "Teachers/Teachers Aides" by program should agree to "Teachers/Teachers Aides" reported in the previous section.

[4] Not FEFP-Funded

[5] The total of "Materials, Supplies, Operating Capital Outlay" should agree to "Materials, Supplies, Operating Capital Outlay" reported in the previous section.