

Three Oaks Middle School



Student Handbook

This book belongs to:

Three Oaks Middle School

2023-2024

PRINCIPAL:
Mr. Forrest Walker, Jr.

ASSISTANT PRINCIPAL:
Mr. Richard Barta

ASSISTANT PRINCIPAL:
Mrs. Kristina Rendon

SCHOOL COUNSELORS:
Ms. Julie Claprod, Ms. Lillian Rossi

THE SCHOOL DISTRICT OF LEE COUNTY

Vision: To be a world-class school system
Mission: Our Mission is to ensure that each student achieves his/her highest personal potential.

THREE OAKS MIDDLE SCHOOL MISSION STATEMENT

Three Oaks Middle School is committed to focus on student achievement strategies that enable all students to meet or exceed rigorous district standards.

Property of: _____

Address: _____

Phone #: _____

School Email: _____

In case of emergency, please notify: _____

Name: _____

Phone #: _____

White and Blue Schedule

PERIOD	TIME	SUBJECT	ROOM	TEACHER
1	9:40			
3	10:43			
5	11:41			
7	12:39			
9	2:07			
11	3:05			
2	9:40			
4	10:43			
6	11:41			
8	12:39			
10	2:07			
12	3:05			

Lunch # _____ Lunchtime White Day _____ Blue Day _____
 Bus # _____ Bus Stop _____
 Parent Pick-up _____ Biker/Walker _____

Important Information: Health And Shot Requirements For Students Entering Seventh Grade

Parents of all entering seventh grade students must provide proof that their child has completed the required immunizations. Students cannot enter the seventh grade without the required immunizations as prescribed by Florida Statutes.

Required Immunizations

- A second dose of Measles vaccine (preferably MMR vaccine).
- An adult Tetanus Diphtheria Booster (TDAP), within the past five years.
- Hepatitis B vaccination series (**requires six months to complete**).
- Evidence of current status is required.

Ask your health care provider to issue a Florida Certificate of Immunization when the program begins or upon completion. This document must be presented to the school as evidence of compliance with immunization requirements.

Three Oaks Middle School Uniform Dress Code

The Three Oaks Middle School uniform dress code was established and approved by the School Advisory Council. Compliance with the uniform dress code is the responsibility of the student and parent/guardian. Our students dress for success every day! As such, we will not permit clothing, makeup, or hairstyles that create a disturbance in the learning environment or deviate from the uniform dress code.

Please adhere to the following:

Shirts

- Standard style polo/golf style shirt.
 - Any solid color. Stripes of any size are not appropriate.
 - Short or long-sleeves and a collar. Cap sleeves are not appropriate.
 - Five (5) or fewer buttons. Zippers or snaps are not appropriate.
 - Any logos should be the size of a half-dollar or smaller.
 - Exception: School logos may be larger.
 - Undershirts must be one solid color.
- Students must wear their shirts tucked-in. Shirts must be long enough to remain tucked in when arms are raised above the head.
- Shirts will be appropriately fastened in accordance with the design of that shirt.
- Students must wear shirts that fit appropriately and comfortably. If students outgrow their school uniforms during the school year, they will need to be replaced to ensure proper fit.

Uniform Pants/Shorts/Capris

Acceptable Colors: Navy, Tan, Gray, Brown, or Black

- No blue jeans.
- No cargo pockets or carpenter style.
- No joggers.
- Pants must be professional- not excessively tight, no leggings, tights, yoga pants, or sweat pants.
- Pants or shorts that have belt loops must be worn with a plain solid colored belt.
- Belt buckles should not display names, logos, flags, or other insignia.
- Pants must be worn fastened at the waist. Pants may not be low-rise or drop below waist level on any student.
- Shorts must be fingertip length or longer may not be excessively tight. No athletic shorts. TOMS Admin reserves the right to determine what is too short or too tight.

Note: When jeans are permitted on special days, the jeans must be dark blue, no white, whitewashed, ripped, or printed jeans are permitted.

Uniform Skirts

Acceptable Colors: Navy, Tan, Gray, Brown, or Black

- No jeans.
- No slits in skirts.
- No cargo pockets.
- Skirts that have belt loops must be worn with a plain solid colored belt.
- Belt buckles should not display names, logos, flags, or other insignia.
- Skirts must be fingertip length or longer and may not be excessively tight. TOMS Admin reserves the right to determine what is too short or too tight.

Sweaters/Jackets

Any solid color plain jacket may be worn on cool days and must button or zip the entire length of the front.

- Jackets may not have large logos (larger than a half dollar) or writing on the front and back (for example Nike, Under Armour, etc). School logos may be larger.
- No jean jackets.
- The sweater or jacket must be worn with a shirt that meets dress code requirements and cannot be tied around the waist.
- Unless it is cold or windy, jackets must remain unzipped and open the full length of the jacket during the school day.
- Other outerwear (including sweatshirts and hoodies) is not allowed.

Footwear

- Tennis shoes are acceptable.
 - Tennis shoes with eyelets must be worn with shoelaces.
- No flip flops, crocs, slippers, sport sandals, boots, knee-high tennis shoes, or open-back shoes.
- Socks are to be a solid color.
- Students may not wear two different shoes.
- Shoes must be worn at all times.

Miscellaneous

- Face coverings for health purposes are appropriate and must follow the guidelines set forth by SAC (8/20/2020):
 - Any color or pattern is appropriate.
 - Imagery and/or writing may not be displayed.

- Any articles of clothing or jewelry that could likely cause injury are prohibited. Earrings should be smaller than a quarter and/or less than two inches. Adornments such as hoops or rings attached to the nose, eyebrow, cheeks or lips, must be removed during the school day.
- Apparel, emblems, insignias, badges, or symbols that promote the use of alcohol, drugs, tobacco, or any other illegal activity are prohibited.
- Bandanas are prohibited on campus.
- Apparel or symbols, which may be gang-related, are prohibited on campus, including on a student's person, locker, agenda book, vehicle or any other locations on campus.
- Any tattoos must be covered.
- Unnatural hair coloring, hair carvings, or distracting hairstyles, such as Mohawks, are prohibited. Hair must be of a natural color and style. Feathers, animal headbands, and other distracting embellishments are prohibited. Hair must not cover a student's face and interfere with his or her ability to see clearly.
- Wearing hats, caps, headgear, or sunglasses on campus is prohibited except with designated school approved uniforms or at authorized athletic practices or activities. There may be certain exceptions for medical conditions and physical education classes held outside.
- Clothing must be in good repair and unaltered from its original form.
- **Due to health concerns of students and staff, students are not allowed to bring colognes, perfumes, or body sprays to Three Oaks Middle. We encourage students to keep either roll-on or stick deodorant in their book bags and apply after P.E.**

The school dress code is designed specifically to support and enhance a positive learning environment while simultaneously addressing issues of safety. The implementation of a dress code minimizes student distractions resulting from unsuitable dress and poor grooming.

As permitted by School Board policy, each principal has the authority with his or her staff and community to establish additional standards of dress code at individual schools. Please refer to the [SDLC Code of Conduct](#) for more information.

Note: The school administration reserves the right to appraise any current fashion or fad and determine whether it is appropriate for school wear. Students must comply with dress code upon entering school grounds, during all after-school events, and at all times while students are on campus. SDLC Dress Code Policy is still the standard and will be enforced. Please contact the school prior to purchasing uniforms if you should have a question regarding clothing or hairstyles.

Introduction to Handbook Sections

The policies and procedures contained in this handbook are the result of a concerted effort on the part of the faculty and the administration. This carefully

prepared and presented information will be of great value in helping you to become an integral part of Three Oaks Middle School. You will see many hyperlinks in this document, and you will be able to access them if you access the electronic version of this handbook. It is available on our school website.

Students, your success in middle school is important and the school will do everything possible to help. Remember, however, that success is directly related to effort and participation.

Announcements

Important announcements at Three Oaks Middle School are presented on “The Heron’s Eye” morning program, on the daily news bulletin, and in the afternoon over the school’s public address system. During announcements all students are expected to remain quiet and attentive. Students wishing to have announcements read must submit them in writing to the administration the day before they are to be presented.

Afternoon announcements are made five minutes before dismissal and often contain important information regarding transportation. Other announcements may be made as needed throughout the day.

Assemblies

Assemblies are held during the year for the benefit of the student body. Attentive and courteous behavior is expected. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. All students should give speakers and/or performers their undivided attention. Appropriate gestures of appreciation should be in the form of applause. Rudeness, inattentiveness, or other disruptive behaviors are unacceptable and will be subject to disciplinary action.

Attendance

Students are expected to attend school except in cases of emergency or for reasons explained below. The parent or guardian is expected to provide the student with a written excuse upon returning.

Steps To Follow When Absent

1. The parent or guardian is required to submit an excuse that includes the student’s name, current date, date(s) of absence(s), and the reason for absence. A parent or guardian signature is required.
2. The student may submit the excuse to the Counseling Secretary, or the excuse can be uploaded into the [Focus Parent Portal](#).

3. The student is required to ask for and complete make-up assignments to ensure that the grade continues to represent course mastery appropriately.
4. If absence is due to work, travel, or some foreseen reason, the parent or guardian should notify the school prior to the absence. Only absences permitted by District School Board Policy will be excused.

Tardy Students

Students arriving after the 9:45 A.M. bell are considered tardy to school and must report to the front office for a pass to class. Unexcused tardiness will follow the consequences listed in the [SDLC Code of Conduct](#).

Students have three minutes to transition from one class to the next. This is time to walk from one side of the campus to the other. Students need to walk directly to their class. Students that arrive after the bell sounds to start the period will be marked as tardy and receive a minor infraction.

Attendance Matters!

1 or 2 days a week does not seem like much but...

If your child misses...	That equals...	Which is...	And over 13 years of schooling that's...
1 day every 2 weeks	20 days per year	4 weeks per year	Nearly 1 ½ years
1 day per week	40 days per year	8 weeks per year	Nearly 2 ½ years
2 days per week	80 days per year	16 weeks per year	Over 5 years
3 days per week	120 days per year	24 weeks per year	Nearly 8 years!

How about 10 minutes late a day? Surely that won't affect my child?

He/she is only missing "just"...	That equals...	Which is...	And over 13 years of schooling that's...
10 minutes per day	50 minutes per week	Nearly 1 ½ weeks per year	Nearly ½ year
20 mins. per day	1hr. 40 mins. Per week	Over 2 ½ weeks per year	Nearly a full year
30 mins. Per day	Half a day per week	4 weeks per year	Nearly 1 ½ years
1 hour per week	1 day per week	8 weeks per year	Over 2 ½ years

Bicycles

Bicycles must be walked at all times on campus. Riding on sidewalks or through parking lots is prohibited. Bicycles must be parked in the racks provided and students must provide and use locks on their bicycles. Students who are riding northbound must use the north bike cage. Students riding southbound must use the south cage.

The school is not responsible for lost or damaged bicycles. Students who ride their bicycles in an unsafe manner or who interfere or impede the safe flow of traffic - including school buses - can be denied the privilege of riding their bicycles to school. For security reasons, students are discouraged from allowing others to ride their bicycles. Carrying passengers is a safety violation and is prohibited on bicycles built for one. Bicycles and helmets must be individually secured with a lock and chain while parked in the bicycle rack. Bike cages will be open following dismissal.

Students who cross San Carlos Boulevard and/or Three Oaks Parkway are expected to walk their bicycles across the road at a designated and supervised crossing.

- NOTE: Students who fail to pick up their bicycles at the end of the school day could lose bicycle privileges.
- ALL bicycles must have brakes for street use.
- **ALL bicycle riders must wear helmets.**
- Regulated bicycle helmets are required for all bike riders. Consequences for not following the rules will be addressed by the School Resource Officer
- Skateboards, longboards, scooters, and any type of motorized/battery mode of transportation are prohibited on campus.

Buses

It is a privilege to be able to ride the bus to and from school. Bus operators have student safety in mind and have established rules necessary to ensure everyone's safety. These rules are posted at the front of the bus. Students who break these rules may be referred to the office by the driver.

Bus Rules

1. The driver is in full charge of the bus and all students that ride their bus. Students must obey the driver at all times.
2. Stand off the roadway while waiting for the bus.
3. Stay in assigned seats at all times while the bus is moving.
4. Keep arms and head inside the bus at all times.
5. Refrain from throwing things from the bus.
6. Walk 10 feet in front of the bus. Wait for the driver's signal before crossing the road.
7. Unnecessary conversation with the driver is dangerous. Remain quiet, and avoid anything that could interfere with student safety, such as fighting, profanity,

abusive language, dangerous or sharp objects, fireworks, balls, bats, electronic devices, animals, or glass containers.

8. Absolute silence is required at all railroad crossings.
9. Eating, drinking, or gum is prohibited on the bus.
10. Students must arrive at their stop 20 minutes prior to pick-up time.
11. Please see the [SDLC Code of Conduct](#) for the consequences involving any transportation (bus) or bus stop (when bus is present) violation. If students are suspended from the bus, parents will be responsible for transportation to and from school during any suspension period.

Cafeteria

All students should begin the day with a good breakfast. Our school has a breakfast program that begins at **9:20** and ends at **9:40**. Students wishing to eat breakfast will eat in the cafeteria. Once students are seated at breakfast, we must give them ample time to eat. To avoid unexcused tardies for bikers, walkers, and parent drop-off students, you must be seated in the cafeteria no later than 9:37. Students who arrive on late buses will be provided “grab-n-go” breakfasts to take to their first class. Currently there is no charge for the breakfast program. At school, students are encouraged to continue their day with a nutritious lunch in our cafeteria. School lunches will be free for all students for the 2023-2024 school year. Special items such as juice, water, and healthy snacks may be available during the week at an additional cost.

Students that responsibly follow rules of good behavior contribute significantly to a positive learning and social environment. This behavior helps everyone enjoy our school community:

1. Walk to and from the cafeteria in an orderly line and a quiet manner.
2. Use your best manners while eating.
3. Be responsible for cleaning the table. Be sure EVERYONE at the table cleans up.
4. Remain at your assigned table until it is time to discard your trash and line up to leave.
 - a. Passes to the media center may be available as PBIS rewards or on a first-come, first served basis.
 - b. Passes to eat outside under the trees with a friend will also be available as a PBIS reward.
5. Raise your hand before leaving your seat in the cafeteria.
6. Refrain from disruptive behavior. This includes speaking in a loud voice, making noises, changing seats, and throwing food or objects.
7. Food and beverages must remain from the cafeteria.
8. Keep your lunch ID# private.
9. Follow the directions given by the lunchroom monitors and supervisor.
10. Keep your feet out of the aisles at all times for the safety of others.
11. Only single serving sized bags of chips, sweets, or other food items are allowed. Sharing with classmates is prohibited due to nutritional and hygienic concerns.

NOTE: Water is the only beverage allowed in the hallways and classrooms. Water bottles must be clear or transparent. Glass containers are not allowed on campus.

Change Of Address

Parents should inform the Counseling Office if there is a change of address, home telephone number, parent's email or work location. This information will help facilitate communication between home and school and allow immediate contact in case of an emergency. An acceptable proof of change of address is a power bill, phone bill, cable bill, water bill, lease agreement, mortgage acceptance letter, or statement from a landlord.

Chromebooks

All students in 6th through 8th grade will be issued a Chromebook at the beginning of the school year for use at both school and home. The Chromebook will be used with a variety of software and content throughout your school day.

Each student will receive:

- Dell Chromebook
- Power Charger
- Protective Sleeve

Students will follow Board Policy 2.20 and [SDLC Code of Conduct](#) while using the chromebook. Students have no expectation of privacy of content stored on or accessed through District Equipment. The district reserves the right to monitor or access the contents of its computers.

If your chromebook requires repair or is lost/stolen, please notify your teacher. Students and parents are responsible for the chromebook and accessories. Damage caused by vandalism- defacing, marking or coloring, purposely damaging device, or stickers- may result in a repair fee being charged to the student.

Students must return the chromebook, protective sleeve, and power charger at the end of the school year or when transferring to another school. Chromebooks must be in good working order and free from physical damage. If you are missing any part of the Chromebook package, you will be assessed replacement fees for the missing items. If any of the items are physically damaged, you may be assessed a repair or replacement fee if not covered by existing warranties.

For more important tips and safety measures about the Chromebooks, students and parents are encouraged to visit the [Chromebook information page](#).

Clinic

The school nurse and/or clinic assistant provide temporary care for injuries and illness. If a student is ill, parents are requested to keep their child at home. The school is not equipped to keep sick or injured students for extended periods.

During the COVID-19 pandemic, TOMS will follow all pandemic guidelines as they are communicated by district administration and local healthcare partners.

Special forms are required for the distribution of medication at school (See school nurse). **Students may not text/call on their cell phones to have their parents**

pick them up from school. Students that become ill at school must go through the clinic. Students that fail to follow this policy will be assigned disciplinary consequences.

Discipline



These three positive expectations describe Three Oaks Middle School students, teachers, secretaries, assistants, or administrators. We all share the responsibility of making Three Oaks a special place where people are valued and where excellence is the goal of all.

We will always strive to work with students positively, but students choosing to disregard established classroom and school rules will receive disciplinary consequences as established here.

All students and parents are expected to read this handbook as well as the district [SDLC Code of Conduct](#).

Minor Infractions

Minor Infractions are one component of our Positive Behavior Support (PBIS) system. Please see the PBIS section for more information about the philosophy of PBIS. This year, we will monitor minor infractions in FOCUS, available via the LaunchPad on your Chromebook. Minor infractions will be entered into FOCUS by the teacher. These are NOT administrative referrals but instead track minor behaviors that are not “referral-worthy.” TOMS will no longer be utilizing the TOMS Card system as we have in previous years.

When minor disciplinary issues are recorded in FOCUS as minor infractions, students will receive consequences, such as detentions or CSI (alternative to suspension). Other consequences are possible depending upon the infraction needing correction.

In an effort to help our students understand the impact of their choices and make better choices moving forward, we also have embedded opportunities for students to reflect and repair relationships *before* escalation to an office referral.

If a student does reach the final step for minor infractions, all infractions thereafter could result in administrative discipline referrals and concomitant discipline. Parents will be notified when students have received consequences for these minor infractions. Finally, each quarter is a fresh start for our Mighty Blues, so minor infractions “reset” each quarter.

Minor infractions are only for MINOR school rule violations. Major discipline issues will result in immediate administrative referrals. Please refer to the [SDLC Code of Conduct](#) for more Information.

Alternative to Suspension

At Three Oaks Middle School, we understand that discipline is most effective in an environment where staff members are positive role models for our students. As such, we recognize the importance of relationships and personal accountability, and strive to create an environment where we do the following:

1. Recognize that misbehavior damages relationships between the person or persons who misbehaved, the person harmed by the behavior, and the community as a whole.
2. Have an opportunity to repair harm done and restore relationships whenever possible, as opposed to exclusion.
3. Build personal responsibility by helping students develop internal control and motivation.

As a school, we work to identify practices that will empower our students to recognize their poor choices, understand their impact, and grow in their ability to make better choices and resolve problems in the future. We have embedded some of these practices into our minor Infraction steps in an effort to help our students take ownership of their actions, in addition to practicing them in our Corrective Strategies and Interventions room.

Detention

Detention is a consequence strategy that results when students continue to demonstrate unacceptable school behavior. Teachers and other staff members will assign detention when appropriate.

Detentions will be in writing with a 24-hour notice for parents. Two copies of the detention form will be given to the student to take home (white and yellow). The signed white copy is the student admittance slip to detention. Without it, the

student will not be admitted. Standard rules apply when in detention, and students must arrive promptly (tardy students will not be admitted).

After-school detention dismissal is at 5:15 p.m. Bus transportation will be provided for bus riders, but the students will not be dropped off at their regular bus stop. The bus will let them off at selected school stops. It is the parent's responsibility to pick their child up at the designated school bus stop.

Detentions must be taken seriously. Students who fail to attend, or who have unexcused reasons for not appearing as scheduled, will face additional consequences as outlined in the [SDLC Code of Conduct](#).

NOTE: Excused absences are limited to illness or family emergencies. Parents must contact the school to arrange for rescheduling of the detention prior to the scheduled time of detention.

CSI

The Corrective Strategies and Interventions room (CSI) is provided as an alternative learning environment for students who have difficulty in meeting the behavioral expectations of Three Oaks Middle School. The goal of the CSI Program is to help the student understand the inappropriate behavioral choice that has been made and to help the student be successful in the classroom. The CSI room maintains a quiet classroom environment, supervised by a Three Oaks staff member.

As in any class, there are behavioral expectations for the students assigned to the CSI room. They are expected to arrive in the CSI room by the time their normal class begins and bring appropriate supplies (pen, pencil, paper, and Chromebook). Students are expected to follow directions the first time they are given, and complete all assignments before being allowed to return to the regular class setting. Disruption of the CSI room will result in additional disciplinary consequences as outlined in the [SDLC Code of Conduct](#). Missed CSI consequences will be made up the following school day.

Students may not be allowed to participate in extracurricular or special activities as a result of their referral. They will not change classes with their peers until their CSI assignment is completed. Lunch will be available and served in the CSI room.

Administrative Review Meeting

A component of the school mission is to help build student self-esteem, to teach students to feel good about themselves, and to set high expectations for appropriate student behavior. Sometimes a student will make a poor choice and/or bad decision, necessitating a school-based Administrative Hearing. Lee County School Board policy requires a hearing whenever a student is considered for a suspension from school for more than seven (7) days. A parent is expected to

accompany their child to the proceedings, generally conducted in the school principal's office. At this time, the following will take place:

1. The immediate problem will be presented with any documentation available.
2. If applicable, teacher statements or testimony will be introduced.
3. Students and parents may offer additional or corrective information.
4. The student's attendance, academic, and disciplinary records will be reviewed.
5. Administration will issue a recommendation on the proposed disciplinary consequence at the hearing or may consider the information provided and contact parents with the decision at a later date.

An Administrative Review should be taken seriously. Please note that a review can be conducted in the absence of a parent and student who fail to attend.

Dress And Appearance

(Please See Three Oaks Uniformed Dress Code at the Beginning of this Handbook)

Drinking Fountains

All drinking fountains are "touchless" and can also be used to fill water bottles. Water is the only beverage allowed in the hallways and classrooms. Water bottles must be clear or transparent. Glass containers are not allowed on campus.

Emergency Drills

Emergency drills are required and will be held at regular intervals. These drills are necessary to ensure student and staff safety in the event of a real emergency. Orderly and quiet behavior is essential during all drills. Maps for all evacuations are posted in each classroom. Students should review these maps and procedures periodically.

For 2023-2024, some security updates that students will see during our drills. We have colored strobe lights and computer screen images that indicate a drill (or actual emergency), and prerecorded messages that describe the emergency. These features will help us to keep all of our Mighty Blues safe! We will practice with these features during our drills.

Focus Parent Portal

Focus is the software program Lee County uses for purposes of scheduling, attendance, and grade reporting. Lee County's Focus Parent Portal provides parents/guardians a real-time view of their child's assignment grades, attendance information, as well as current averages in all classes. Parents can upload absence excuse notes and submit change of address information. To set up a Focus Parent Portal Account go to the registration screen at <http://focus.leeschools.net>.

For more information go to <http://www.leeschools.net/> and click on Parent Portal.

Guidance Services, [see School Counseling Services](#)

Gum/Candy

Students are not allowed to have gum or candy on campus. Students possessing gum/candy will face disciplinary consequences.

Homework

Homework is considered an important part of learning. Students are encouraged to set aside time on a daily basis for study and practice at home. Your teachers will review or grade your homework. This feedback will help you develop your skills. This kind of feedback is called *formative assessment*. Because homework is a formative assessment, it generally doesn't count for a large part of your grade. HOWEVER, don't be fooled--homework is important! The skills you develop by doing your homework well and by learning from the homework review will prepare you for your quizzes, tests, and projects. These kinds of assignments are called *summative assessments* and are usually worth a lot more! Remember students: You wouldn't go into a big game or important performance without practicing. Well, your tests and quizzes are like a big game, and homework and study are the practice activities that will prepare you to shine!

Inclement Weather

When inclement weather is within 10 miles, dismissal may be delayed to ensure the safety of our students. Please be patient as bikers and walkers will not be dismissed until the lightning is clear. Students are directed to stay under the covered walkways. We will send out a parent message when this occurs.

Lost And Found

The Lost and Found is located in the Guidance office and cafeteria. Please extend the same courtesy that you would expect by turning lost items. Each year many items are never claimed. If you lose something, please check - it may be there! Items not claimed after 30 days will be donated to charity.

Media Center

Three Oaks Middle offers a very well equipped media center containing many educational, supplemental and recreational materials in the form of books, magazines, and audio-visual materials. Use of the Media Center is a privilege and a pass from your teacher is necessary if you want to use the media center during school hours. Media Center hours are 9:20 a.m. to 3:45 p.m.

Students may check out a maximum of three books for a two-week period. When you check out library books, it is your responsibility to take proper care of the books and see that they are returned on time.

A student who has an overdue book will receive an overdue notice from the Media Center and will not be allowed to check out other books until the overdue book is returned or paid for if it has been lost. Classroom texts are also available for students to check out in the Media Center.

Medication

Any student that must take medication should (if possible) arrange with their attending physician so that the medication may be given at home before and/or after school hours. If this is not possible, the medication may be given at school only if failure to take it could jeopardize the student's health. The Parent Permission for Medication form (MIS 398) is available and must be completed and turned in to the clinic. Medication must be brought to school fully labeled in the original container received from the pharmacist and it must be kept in the clinic.

If a doctor orders a non-prescription medication like aspirin or cough medicine, it will be necessary for the doctor to give the parents a written note to bring to the school. The container of non-prescription medication must be labeled with the student's name and directions concerning dosage. No over-the-counter medications (non-prescription) will be given without a written statement from the doctor. If medication is needed (including inhalers) for more than a two-week period, the Doctor's Permission for Medication Form (MIS 401) must also be completed and turned in to the clinic. Under no circumstances, should a student have any type of medication in their possession during the school day, unless proper documentation has been previously produced and verified.

Money And Other Valuables

Large sums of money or other valuables should not be brought to school. Never leave your valuables unattended! The school is not responsible for lost or missing items. Moreover, mobile phones, smart watches, Bluetooth speakers, wireless earbuds and other electronic devices are not even permitted during regular school hours. The best plan is to leave your valuables at home!

Parent Pick-up and Drop-off of Students

Students should be picked up and dropped off ONLY via the student pick up lanes in the front parking area. Students will not be permitted to cross through traffic without a staff escort. For safety reasons, students may not be picked up or dropped off on Three Oaks Parkway. Students walking to other locations to be picked up by parents will not be dismissed until bikers and walkers are called. All parents that elect to park in the parking lot must walk to the front of the office to retrieve their child. Please make sure that you are in the parking lot by 3:30, or you will not be allowed to park. We do use barriers and cones to direct afternoon dismissal. Students will not be permitted to walk to the car. Please remember that the lane in front of the office is one-way. The SRO will address all cars violating this policy. Students are expected to move to the front of the parent pick-up area and

watch for their rides. For safety purposes, please abstain from playing loud music while in the parent pick-up line and parking lot.

Attention: Students are not allowed to be picked up off of Three Oaks Parkway. This is a safety issue for our students and a legal issue for the driver. Students are to cross at the designated areas. Law enforcement will be patrolling the area. Please help us keep our students safe.

Passes

Students must always have a pass from a teacher to be out of their assigned area. This includes passes to the restroom, office, clinic, media center, or to other teachers' classrooms. You must:

- secure permission from your teacher
- create a pass using the Hall Pass icon on Launchpad.
- turn your Chromebook around so that your teacher can view your pass time
- complete the business for which the pass was issued, and
- return to learning in your classroom quickly and quietly and complete the hall pass.

Students who misuse their passes or do not complete hall passes will face disciplinary action.

PBIS (See [Positive Behavioral Interventions and Supports](#))

Physical Education

Physical education classes at Three Oaks Middle School offer students a chance to learn, understand, and appreciate the importance of physical fitness. Students learn lifelong skills through cooperative activities, and enjoy and develop an active lifestyle.

For the sake of good health and comfort, students are required to dress out for physical education. The appropriate attire for physical education is a white or gray tee shirt, dark blue shorts as described by your PE coaches, athletic shoes, and socks. Three Oaks Middle School shirts and shorts may be purchased from the P.E. department.

If a student is to be excused from physical education, he/she must have a written excuse from home for that day. If the condition requires an excuse for more than three (3) days, a doctor's note is required.

It is important for all students to purchase a lock for their lockers to provide for the security of belongings.



Positive Behavioral Interventions and Supports (PBIS)

Three Oaks Middle School has always prided itself as being an orderly school with a high level of respect among staff and students. Over the past few years we have seen a dramatic decrease in discipline incidents school-wide. As a staff, we felt the need to be proactive in establishing a behavior plan that takes into account our students who consistently behave appropriately; as well as students who require positive behavioral assistance. Positive Behavior Support is a program designed to foster a climate of cooperation, academic excellence, respect and safety at Three Oaks Middle School. The program will implement research-based procedures, logical consequences and positive reinforcement to teach students the skills and behaviors necessary to succeed now and in the future.

During the first week of school, students will learn about Positive Behavior Support. Students, please share what you know with your parents and discuss the plan with them. It is especially important to review our school mission, our behavior expectations, and consequences.

A final piece of the Positive Behavior Support Program is our incentive and rewards program. Any student with a zero minor Infractions will receive a reward or event at the end of the quarter. This is an excellent opportunity for parents and children to spend time together discussing the importance of cooperation, academic excellence, respect and safety at school and at home. With your continued support and participation, there is no question that Three Oaks Middle will continue to be a school where we all achieve in a safe, respectful and cooperative learning environment.

Prohibited Nuisances

The School District of Lee County specifically prohibits drugs, alcohol, weapons, laser pens, pagers, music players, collectible cards, electronic games/toys, caps, fireworks, and any other nuisance items which distract from the specific purpose of the school.

In addition, weapons whether real or fake are not allowed. Violators of this policy are subject to severe disciplinary measures based on the [SDLC Code of Conduct](#). Specially trained animals may be used on school property to detect the presence of prohibited or illegally possessed substances or objects. Areas that may be searched include, but are not limited to bookbags, storage areas, lockers, random classes, and parking lots.

School personnel may search students reasonably suspected of being in possession of contraband or other prohibited items while on School Board-owned property or wherever students are under the official supervision of School Board employees, such as on field trips, at extracurricular activities or while being transported to and

from such places either by school bus, by approved drivers or by other means of conveyance.

Pupil Progression Plan

[The Lee County Pupil Progression Plan](#) states that promotion to ninth grade requires mastery of middle student performance standards. The State Board of Education and the School Board of Lee County have adopted these standards.

Report Card and Interim Report Dates

<u>Quarter</u>	<u>Interim Report</u>	<u>End of Quarter:</u>
Quarter 1	September 13, 2023	October 13, 2023
Quarter 2	November 15, 2023	December 21, 2023
Quarter 3	February 7, 2024	March 14, 2024
Quarter 4	April 24, 2024	May 31, 2024

Report cards are generally issued a week after the end of the quarter. The final report card is mailed to a student's address of record. Dates may change.

The evaluation of student achievement is one of the important functions of the teacher. The grading scale adopted by the School Board is as follows:

A -	90	-	100	Excellent
B -	80	-	89	Good
C -	70	-	79	Average
D -	60	-	69	Poor
F -	0	-	59	Failure

Quality Points

At the end of each nine-week marking period, student letter grades are converted to the Quality Points scale. The School Board approved Quality Points scale is as follows:

A-	4 Points
B-	3 Points
C-	2 Points
D-	1 Point
F-	0 Points

Report cards are issued every nine weeks.

The computerized progress report indicates an academic grade for each subject in which the student is enrolled. Attendance is also reported on this form. To further facilitate communication between the school and parents, grade reports are always available in the Focus Gradebook program. Please look under the [Focus section](#) of this book regarding how to access this system.

Respect for Equipment and Facilities

All students are encouraged and expected to assume responsibility for the care of school property. If accidental damage occurs, it may be the responsibility of the student(s) involved, and the student(s)' parents may be required to pay for damages. Willful or malicious damage must be repaired or replaced at the student's expense. In addition, appropriate disciplinary action will be taken for these offenses.

School Counseling Services

The Three Oaks Middle School School Counseling Department is available to help you concerning a variety of situations including course selection, test score information, class concerns, and problems at home. A student may make an appointment to see their counselor by stopping by the counseling office and filling out a request form. Ms. Claprod works with students with last names beginning with A-L and Ms. Rossi works with students with last names beginning with M-Z.

School Dances

Providing social and cultural outlets are essential components of the school mission and our PBIS efforts. Through the efforts of student groups, school dances are scheduled throughout the year. Here are some basic expectations for students who would like to attend these affairs.

1. If a student is currently assigned to a same day In School Suspension (ISS), Out of School Suspension (OSS), Thursday Night School (TNS), or detention, he or she may not attend an after-school dance or any extracurricular activity
2. The school dress code remains in effect at all times during a school dance.
3. Please notice that the cafeteria setup for school dances has one side for eating snacks and the other side for dancing. No snacks or sodas are allowed on the dance floor.
4. Dances are designed to be fun. However, good manners and social graces are expected at all times.
5. Running around and chasing other students, "slam dancing," and any other activity that is in poor taste will not be tolerated.

6. The Administration reserves the right to withdraw dance privileges for disciplinary reasons.
7. Students who cannot behave appropriately at the dance may be asked to leave early and must contact their parents to be picked-up.
8. Students that are not picked-up in a timely manner following a school dance will be excluded from participating in future dances.
9. All students attending the dance must submit a signed and completed school permission slip before they will be admitted.

Scooters - Skates - Skateboards - Rollerblades

Electric, motorized and standard scooters, skates, skateboards, longboards, heelies and rollerblades are not acceptable methods of getting to school. Additionally, these items cannot be brought on school grounds. Any student violating this rule is subject to disciplinary action.

Signing Out Of School

Please schedule outside appointments before or after school hours whenever possible to allow students maximum time in class.

If a parent/guardian must sign a student out early from school, they must come to the front office with a photo ID.

Staff will not limit a student's learning activities by calling for the student prior to the parent's arrival--the student will not be called from class until a parent is present. The adult requesting to sign out a student must be registered on the student's Focus Account as an approved pick-up contact. Students will not be permitted to leave campus except with approved adult supervision.

Students will not be dismissed from class between 3:30-4:00 p.m. Signing students out of school early to avoid the parent pickup line is not a valid reason to disrupt student learning. Please note, our parent-pickup line generally clears by 4:15-4:20.

Students will be considered "Period Unexcused" for appointments until a note from the doctor's office is received. Consistently signing students out early may result in a social worker referral.

Smoking Not Allowed

The School District of Lee County specifically prohibits the use of tobacco by students and/or adults in any form in the school building and on campus. The possession of any tobacco product, lighters, e-cigarettes, and/or matches, while on campus or at any school activity, is prohibited. Anyone under 18 years of age is prohibited from smoking within 1000 feet of school property. Violation of these

policies will result in disciplinary action. All Lee County schools are smoke-free campuses.

Student Activities

Throughout the school year, the school will offer a variety of activities including intramural sports, dances, fairs, club activities, and other events. All school rules apply whether these events are held on or off campus. Students must have excellent behavior and be in good academic standing in order to participate. Supervision of students will end at the specified ending time of the event. Parents are expected to pick up their children on time. Students who are not picked up at scheduled times may be excluded from future activities.

Sunscreen Protection

To help prevent students from the year-after-year exposure to sun, caps and sunglasses may be worn during PE, on outdoor field trips, and any other school-sponsored outdoor activities. When students come indoors these articles must be removed and placed in a designated storage area. Hats and sunglasses should be clearly labeled with the student's name.

Shatterproof plastic U.V. protective sunglasses are recommended for all outside activities. Polycarbonate lenses provide the most impact resistance. U.V. coating for all prescription lenses is appropriate. Sunscreen is also beneficial protection against sun exposure. If parents wish to have their student protected, the following guidelines should be followed:

Sunscreen should be applied at home to all exposed skin surfaces before the student dresses for school. This will provide protection to the student during traveling time to school as well as during the rest of the day. Sunscreen should not be brought to school. There are products on the market which last for long periods even when a student is in water.

Tardy To School

Students who arrive late to school (after 9:45) will report to the front office with a note from their parents stating the reason for their tardiness. Students who arrive late without an excuse because of oversleeping, missing the bus, etc., should still report to the front office for a pass to class. The line at student drop-off is generally a 3-4 minute wait. Please allow adequate time for this process. Unexcused tardiness will result in disciplinary consequences as per the [SDLC Code of Conduct](#).

Telephones

Telephones at the school are reserved for school business. Parents may reach the school at (239) 267-5757. As a general rule, the front office will not connect direct calls to staff members who are supervising students. However, staff members

check for messages during their planning periods and will return telephone calls at their earliest convenience.

Absence Calls

The school uses the School Messenger system for parental updates, and this system will automatically place calls to parents when students are absent. The system generates these informational calls daily at 11:00 AM.

Student Calls

Telephone calls will not be put through to students. If you need to get an important message to your child, the office will take the message and deliver it to the student. Students will be permitted to use the telephone with a pass for emergency purposes only.

Dismissal Calls

Any changes to the normal dismissal procedure should be planned in advance except in extreme emergencies. Three Oaks Middle School is subject to the School District of Lee County policies for temporary changes in school bus transportation. ***Telephone permission for attendance on school field trips or missing homework is not permissible.***

Calls on Personal Devices

Students are NOT permitted to use their personal cell phones for any of the above purposes while on campus including parent pick-up and the bus ramp without administrative approval. **Please do not text your student during school hours.** If you need to get an important message to your child, call the front office at 239-267-5757. Keep in mind, students sending or receiving text messages are subject to disciplinary action, even if they are communicating with you! If you need to get a message to your student, please call the main office at 239-267-5757. Cell phones are to be turned off and secured in the student's book bag while on campus. Cell phones are not to be visible (in the student's pockets). Consequences will be administered to students failing to comply with the school policy according to the [SDLC Code of Conduct](#). Lost or stolen cell phones are not the responsibility of Three Oaks Middle School.

Textbooks

Most textbooks are available digitally on student Chromebooks. Some hardbound texts and/or consumable texts will be provided by the district for loan or use of the students. Non-consumable texts belong to the school, and ultimately, the taxpayer. Students must take good care of them. Students should check their books thoroughly when received in order to report any damage to the Media Center. Lost books or unpaid fines may result in loss of privileges.

The Heron's Call

In order to increase communication between school and community, a Three Oaks Middle School news bulletin will be posted regularly to the [school website](#). The Heron's Call will include articles of interest like Student of the Month, Honor Roll, and other student awards and recognition in academics, art, music, and sports. The Heron's Call also includes a calendar of upcoming events.

Time Schedule

Students not participating in the Early Heron program are not to be on campus before 9:20 a.m. Students arriving prior to 9:20, will be placed in the Early Heron program and charged a registration and daily fee for supervision. Students not participating in an after school program are not to be on campus after 4:10 p.m. without prior approval of the administration or under the direction and supervision of a teacher. After 4:20, remaining students will be sent to the afterschool program and fees will be assessed. School hours for students are 9:20 a.m. to 4:00 p.m.

Transportation Changes

There are times when a student or a parent will make a last-minute request for a change in the mode of transportation for dismissal. This sometimes becomes difficult and disruptive to the learning environment.

Please be advised of the following:

1. Parents should send a note to school and make the changes known in writing. Some examples are: Ride the bus home, meet me at parent pickup, or walk home. A telephone number where the parent can be reached should be included.
2. All telephone changes must be conveyed to the front office at least one half hour prior to dismissal. No changes can be accepted thereafter.
3. District transportation policy allows bus changes only in case of serious family emergencies like a single parent admitted to the hospital. Never use it for reasons of convenience. This includes, but is not limited to going home with a friend or classmate. Transportation is the responsibility of the parent if the student is not being dropped-off at his/her designated stop. A written note stating the emergency and a phone number to reach a parent/guardian must be presented to the office when requesting a bus pass. All bus passes will be issued during arrival in the morning or during the student's lunch period. No passes will be given at dismissal time.



The School Board of Lee County, Florida

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The School Board of Lee County, Florida, prohibits discrimination on the basis of age, color, disability, gender, national origin, marital status, religion, or sexual orientation.



PERSONAL | PASSIONATE
PROGRESSIVE

School District of Lee County 2023-2024

Instructional Calendar

July 2023							January 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5	6
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30	31												
July 4 Independence Day							Jan 8 Professional Duty Day						
Jan 9 Q3 begins							Jan 15 Martin Luther King Jr. Day						
Aug 2-Aug 9 Pre-School Week							Feb 5-9 FTE (includes 6 consecutive days prior)						
Aug 10 First Day with Students							Feb 16 Hurricane Make Up Day						
Aug 30 PD Early Dismissal							Feb 19 President's Day						
							Feb 28 PD Early Dismissal						
September 2023							March 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1 2							1 2
3	4	5	6	7	8	9	3	4	5	6	7	8	9
10	11	12	13	14	15	16	10	11	12	13	14	15	16
17	18	19	20	21	22	23	17	18	19	20	21	22	23
24	25	26	27	28	29	30	24	25	26	27	28	29	30
							31						
Sept 4 Labor Day							Mar 14 End of Q3						
Sept 25 Yom Kippur (begins sundown 9:24)							Mar 15 Professional Duty Day						
							Mar 18-22 Spring Break						
							Mar 29 Good Friday						
							Mar 31 Easter Sunday						
October 2023							April 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	
8	9	10	11	12	13	14	7	8	9	10	11	12	13
15	16	17	18	19	20	21	14	15	16	17	18	19	20
22	23	24	25	26	27	28	21	22	23	24	25	26	27
29	30	31					28	29	30				
Oct 9-13 FTE (includes 6 consecutive days prior)							Apr 1 Easter Monday						
Oct 13 End of Q1							Apr 24 PD Early Dismissal Day						
Oct 16 Professional Duty Day													
Oct 25 PD Early Dismissal Day													
November 2023							May 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1 2 3 4							1 2 3 4
5	6	7	8	9	10	11	5	6	7	8	9	10	11
12	13	14	15	16	17	18	12	13	14	15	16	17	18
19	20	21	22	23	24	25	19	20	21	22	23	24	25
26	27	28	29	30			26	27	28	29	30	31	
Nov 11 Veterans Day							May 27 Memorial Day						
Nov 20-24 Thanksgiving Break							May 30-31 Early Dismissal						
Nov 23 Thanksgiving							May 31 Last Day for Students/Early Dismissal						
December 2023							June 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1 2							1
3	4	5	6	7	8	9	2	3	4	5	6	7	8
10	11	12	13	14	15	16	9	10	11	12	13	14	15
17	18	19	20	21	22	23	16	17	18	19	20	21	22
24	25	26	27	28	29	30	23	24	25	26	27	28	29
31							30						
Dec 21 Early Dismissal Day (End of Q2)							Jun 3 Professional Duty Day						
Dec 22 Hurricane Make Up Day							Jun 12 Juneteenth						
Dec 25-Jan 5 Winter Break													
Dec 29 Christmas Day													

- Holiday - Schools Closed
- Professional Duty Day - No School for Students
- First and Last Student Day
- Early Dismissal Days - Students
- Hurricane Make-Up Day
- Pre-School Week

Special Notes
All Jewish Holidays
begin at sundown the day
before they are listed

Board Approved 12/6/2022