

Colony Oak Elementary School



Student & Parent Handbook 2024-2025

This Student and Parent Handbook should be reviewed in its entirety by parent and student.

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Colony Oak Staff

ADMINISTRATIVE STAFF

Principal - Kimberly Ott
 Secretaries - Angela de la O, Elizabeth Cruz
 Librarian - Kimberley Maberry

HEALTH STAFF

LVN - Samantha Greiman

TEACHERS

Kindergarten - Sarah Vazquez, Bianca Ewell
 First Grade - Stephanie Bylsma, Mandi Spragins
 Second Grade - Jeanne Ortega, Jessica DeRuitter
 Third Grade - Patty Goeppert, Courtney Wells
 Fourth Grade - Tiffany Thomason, Mark Hofman
 Fifth Grade - Jennifer Ferolito, Tony Martin
 Sixth Grade - Nicole Cheek, Jackie Headrick
 Seventh Grade - Brandy Davis, Ken Tyhurst
 Eighth Grade - Clare Raggio, Glen White
 Education Specialist K-5 - April Yoshimura
 Education Specialist 6-8 - Kelly Hoekstra
 Education Specialist Tier 3 - Veronica Falcinella
 Physical Education - Steven Dean, Christopher Lawrence (P.E. Aide)
 Spanish Teacher - Adam Giedd
 Music - (K-1) Justin Berona, Jesse Lopez-Perez / (2nd-4th) Michael Regalo
 Band - Sarah Gaipa
 Art - Luis Orendain

SUPPORT STAFF

Occupational Therapist - Justin Mattiuzzo
 School Psychologist - Deanna Duncan
 Counselor - Alma Aldama
 Speech - Nicole Burns
 Bilingual Paraprofessional - Jessica Sanchez
 Custodians - Bryan Pires, Luis Castro
 Lunch Staff - Stephanie Williams, Maria Dutra
 Yard Duty - Ayisha Costa, Crystal Mora, Ana Baber

TEACHING ASSISTANTS

Learning Center - Amanda Cardoza, Nicole Hernandez, Caylee Crawford
 Tier III - Melissa McCracken, Sherine Sorial, Elizabeth Acosta
 1:1 Aides - Christina Copenhaver, Austin Dias, Scott Weidman, Brenda Garcia

Mission Statement

Our mission is to provide a high quality education in a safe, respectful, and inclusive environment.

SCHOOL HOURS:

K-3rd Grade: 8:15 a.m. - 2:00 p.m.

4th-8th Grade: 8:15 a.m. - 2:50 p.m.

School begins at 8:15. Mondays and Wednesdays are early release days with a dismissal time of 2:00 p.m. for all grades unless notified otherwise. Check the District Academic Calendar for changes. An asterisk * on the district calendar denotes a 2:00 p.m. dismissal for all grades.

Before School Please have your child at school on time to ensure they are in their classrooms no later than 8:15 a.m. as this marks the instruction start time. **Children should NOT arrive earlier than 7:45 a.m. nor remain on campus after their dismissal time.**

After School: Students who participate in an after school supervised activity must leave campus after school and return at the starting time of the activity. (For example, a student getting out at 2:50 and having basketball practice at 4:00, must go home after school and return for practice.)

Children in Kindergarten through 3rd grade **are not permitted to wait** for siblings or older children to be dismissed at the later dismissal time. The above procedures are designed for the safety and well-being of your child.

RELEASE OF CHILDREN DURING SCHOOL HOURS: Under NO CIRCUMSTANCE should a student leave the campus during the school day without proper permission.

If it is necessary to pick your child up during the school day, please go to the office to sign your child out. Do not go directly to the classroom. The office staff will notify the teacher that you are there to pick your child up. Please sign your child back in if she/he returns during school hours. Students must be signed out by their parent/guardian or an approved contact person. If at all possible, please make appointments after school.

Emergency or Disaster release will be made by Office Personnel ONLY.

VISITORS/VOLUNTEERS/PARENTS/GUARDIANS: School visits, conferences, and classroom observations need to be pre-arranged with the teacher and principal or designee. (EC 49091.19b) To ensure the safety of students and staff and avoid potential disruptions, all visitors and/or parents shall register and check-in immediately upon entering any school building or grounds when school is in session. Visitors and/or parents will be issued a pass to be worn while on campus. Classroom and school volunteers/parents must have a current TB test, provide a copy of their current CDL, and complete the RUSD Volunteer Application Form, which will be kept on file in the school office. Non-school-age siblings may not accompany volunteers on field trips, when working school events, or when working in classrooms.

ATTENDANCE PROCEDURES

Perfect attendance is the expectation for every student. State law requires children between the ages of 6 and 18+ (except those exempt by law) to attend school **full time**. The attendance procedures are implemented to ensure the safety and well-being of all students, while adhering to California state guidelines.

ABSENCE PROCEDURES

For an absence to be excused, the parent/guardian of the student must notify the office within **72 hours** (3 days) with the reason for the absence, otherwise, the absence will remain unexcused.

DID YOU KNOW?

Supervision WILL NOT be provided for students who arrive before 7:45 a.m. or remain later than their dismissal time.

HOW TO REPORT AN ABSENCE

- Notify the school office directly on the day of *each* absence. The school has an answering machine to make this request more convenient. If there is no communication from a parent/guardian by 4:30 p.m, the parent/guardian will receive a robocall reminder from the school sent to the primary contact number on file in Aeries. You may reply directly to this robocall.
- Whether calling the school directly or responding to the robocall, please leave the following information:
 1. Student name AND grade
 2. Your name AND relationship to the student
 3. Date of absence AND reason for the absence
- You may call the school at 209-599-7145 or email the office at adelao@riponusd.net or ecruz@riponusd.net. Informing the teacher does not count as informing the school directly.

TARDY POLICY

The warning bell rings at 8:12 and the gates are then closed. Students are considered tardy if they are not present in the classroom when school starts at 8:15. Tardy students who arrive after 8:15 are required to check in with the office to receive a tardy slip.

When a student needs to leave during the school day for a medical appointment, please send in a "School Excuse Note" from the facility. Most medical professional offices provide these upon request.

CHRONIC ABSENTEEISM

A chronic absentee as defined in (Ed. Code 60901)(c)(1) as "a pupil who is absent from school 10% or more of the school days in the present school year, when the total number of days the pupil is absent is divided by the total number of days the pupil is enrolled and school was actually taught in the district, excluding Saturday and Sunday." This includes both excused and unexcused absences.

You will receive a letter in the mail if your student is deemed "chronically absent" and has met the 10% absenteeism rate. At that point, all absences will require a physician's excusal or a visit to our school nurse to be considered excused.

- 1st tardy: warning
- 2nd tardy: warning
- 3rd tardy: 15 minute detention
- 4th tardy: 30 minutes after school detention
- 5th tardy: 1 hour of after school detention

All tardies, after the 5th, result in 1 hour of after school detention for each occurrence. Unexcused tardies over 30 minutes will be counted as truancy events in the SARB referral.

Absences: The Ripon USD has an adopted Attendance Policy. **Students will only be excused from an absence if it falls under the state category for excused absences. All other absences will be marked as unexcused.** For a complete list of Absences and Excuses please visit: <http://gamutonline.net/district/riponusd/DisplayPolicy/725760/>

This policy defines the types of student absences:

Excused - illness, medical appointment, quarantine, jury duty, and funeral service of a member of the immediate family. A student's absence shall be excused for any of the following reasons (Education Code 48205):

- Personal illness
- Quarantine under the direction of a county or city health officer
- Medical, dental, optometry, or chiropractic appointment
- Attendance at funeral services for a member of the immediate family shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. Immediate family shall be defined as mother, father, grandmother, grandfather, brother, sister, or any relative living in the student's immediate household
- Necessary visits to the doctor, dentist, or counseling
- Observation of a religious ceremony or holiday
- Attendance at a religious retreat for no more than 1 day

Approved - appearance in court, observation of a holiday or ceremony of his/her religion, religious retreat, and interview for employment or college. Except in the case of a family or personal emergency requiring immediate attention, a request for an approved absence must be received in the school office no less than 3 days before the start of the absence. Each request shall be in writing and provide the following information: (a) date of the request, (b) date(s) of the absence, (c) a clear statement of the reasons for the absence, and (d) parent signature.

Unexcused - An absence that is not excused or approved. Examples may include but are not limited to:

- Car trouble
- Not notifying the school office within 72 hours of the date of absence
- Missed bus
- Needed at home
- Out of town
- Vacation/trips
- Appointment for a parent, regardless of type

* In order to participate in an after-school activity, such as dances, band, plays, or athletics - the student must be in school the day of the activity. If the activity is planned for a Saturday, the student must be in school the Friday before the activity. In addition, a student must meet the eligibility requirements with respect to academic progress (no "F" grades and a GPA of 2.0+), discipline, and any other relevant requirements for the particular extracurricular activity or event. Students enrolled in Home-Hospital Instruction or an Independent Study Agreement may consult with their school administrator for after-school activity eligibility. Parents are encouraged to discuss any questions regarding attendance with the school principal.

Make-up Class Work: Students who miss school work because of an **excused absence** shall be given the opportunity to complete all assignments and tests that can be reasonably provided. The assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable amount of time. EC 48205 Students who miss school work because of **unexcused absences** shall be given the opportunity to make up missed work. Teachers shall assign such make-up work as necessary to ensure academic progress, not as a punitive measure.

The teacher of any class from which a student is suspended shall require the student to complete any assignments and tests missed during the suspension. EC 48913

HOMEWORK: All teachers will expect students to complete homework. It is each student's responsibility to be sure that homework is completed correctly and turned in on time. Students in grades 4-8 should record their daily, weekly and long-term assignments in their Student Planner. This book will help the student manage their time and homework assignments. *Failure to complete assigned homework may result in teacher-assigned disciplinary action (verbal warning, detention), parent contact, detention, in-school separation or suspension.*

Homework When Absent: Anytime a student is absent, it is the student's responsibility to check with the teacher to determine which assignments must be made up in their absence. When your child is absent from school and needs homework assignments, please telephone the school office in the morning. The teacher will be notified and will arrange to have all homework in the office to be picked up **after school**, or sent home with another child if requested. EC 48205 BP 6145

DID YOU KNOW?

You can make deposits to your child's lunch account on-line and view meals that your child eats.

Visit www.mymealtime.com to make a deposit in your student's account.

SCHOOL LUNCH: Under the National School Lunch Program (NSLP) and School Breakfast Program (SBP) option, all meals are served to enrolled students at no cost. Every student is entitled to 1 free lunch. If any student wants a second lunch, they will be charged a full price lunch of \$4.50 which includes milk. If a student were to want a second breakfast, the second meal is \$2.50. If your student would like to purchase a la carte milk, the cost is .50¢. Parents are encouraged to make payments in the school office or

ONLINE before the first day of school. Deposits can be made before school by visiting the school office and filling out a deposit slip with your child's name on it and the amount of money you intend to deposit.

* Parents **may not** eat in the cafeteria with students. Parents are welcome to eat with their child at a table outside of the cafeteria or off

campus. If you take your child off campus please be sure to first sign them out/in at the front office.

NO DELIVERY SERVICE FOOD ACCEPTED. Due to excessive disruption and safety concerns, we will not accept food deliveries from outside delivery services (i.e., DoorDash, Uber Eats, etc.). We will only accept food deliveries from parents/guardians for their own child(ren) and delivery **MUST** be dropped off in the front office for student/s to pick up. Any unauthorized food deliveries will not be accepted. Please note that the money paid for the food will not be reimbursed. Parents may eat lunch with their child outside of the cafeteria or may take their student off campus for lunch.

Late Lunch Drop-offs: If a student's lunch needs to be dropped off, please write the student's name on the lunch and place it on the table within the campus outside of the office. The office will notify the student's teacher. Lunch pickup will occur during the student's lunchtime so as not to disrupt instructional time for the student and the classmates.

SCHOOL RULES

STUDENT DRESS GUIDELINES 2024-25

Proper school dress shall include but not be limited to the following:

1. Clothing, jewelry and personal items shall be free of writing, pictures, or any other insignia which is vulgar, lewd, obscene, profane, or sexually suggestive or which promotes the use of alcohol, drugs, tobacco, weapons, gang affiliation or other illegal activity.
2. Appropriate shoes must be worn at all times. For example, shoes must be securely fastened to the foot with a strap. Slippers are not permitted.
3. Hats, caps, and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments. See-through tops and bare abdomens are prohibited. All shirts/tops must have straps over both shoulders. Shorts must be long enough for adequate coverage that allows for all body parts to be concealed at all times. For example, no part of the hips or buttocks should be visible at any time during any school activity.
5. Students shall be allowed to wear sun protective clothing, including but not limited to hats, for outdoor use during the school day.

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition or other circumstance deemed necessary by the Principal or designee. In addition, the Principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and co-curricular activities.

Colony Oak Elementary School has an education program which emphasizes a strong basic education while providing students with a variety of enrichment activities. The success of this program depends on the establishment and maintenance of a positive learning environment for all students. Below is a guide for parents and students. It outlines the basic rules and regulations, which all students must adhere to. Please read and discuss them with your child. If there are any questions, please call the school.

Bathrooms: The bathrooms are to be used for their intended purpose, not for socializing or playing. *Horseplay in the bathrooms*

will result in verbal warning, parent contact, recess restrictions, detention and/or suspension. Vandalism will result in parent contact, student cleanup, detention, paying for damages, and/or suspension.

IS MY CHILD ADDICTED TO THEIR CELL PHONE?

Teens check their devices frequently and feel the pressure to respond quickly to messages making adults feel like they are "addicted" when in fact they are most likely making their friends their priority, like most teenagers. **WHAT CAN YOU DO AS A PARENT?** Schedule time for the phone to be off and schedule activities where the phone can not be used.

Cell Phones & Electronic Devices: Use of a cellular/digital telephone, earpods, watches, or other mobile communications devices during instructional time is at the discretion of the teacher. Any device with a camera, video, or voice recording function

shall not be used in any manner which infringes on the privacy or rights of others. Therefore, cell phones and electronic devices are not allowed at recesses or breaks. Devices used during breaks will be confiscated and returned to the student and/or parent at the end of the school day. *Violation of cell phone use on school grounds may result in warnings, detention and/or suspension.*

Climbing Equipment: We have special equipment for climbing and they are the only approved places where students may climb. Trees, basketball poles, fences, softball backstops, buildings, etc. are not for climbing. *Violation of the rule may result in verbal warning, parent contact, loss of recess privileges, detention and/or suspension.*

Detention: Students may receive detention slips for breaking school or classroom rules. Students will be expected to stay after school on the date detention is assigned. Parents will be notified about the detention by a written disciplinary referral or telephone contact. Parents will have to sign the detention form and must bring it back to school immediately. *Failure to return the disciplinary referral may result in loss of recess privileges, detention time being doubled and/or suspension.*

Gum & Candy: Gum is not allowed at school. Candy may not be eaten in the classroom unless the teacher or principal gives permission. Candy may not be eaten on the playground as a morning snack. *Violation of these rules may result in confiscation of the candy or gum, verbal warning, loss of recess privileges, parent contact, detention and/or suspension.*

Hands Off: Students must keep hands and feet to themselves at all times. Public displays of affection (PDA's) are also not allowed. This includes hand holding, hugging, kissing, etc. *Violation of the rules will result in verbal warning, parent contact, loss of recess privileges, detention and/or suspension.*

Laser Pointers: California State Law, Penal Code Section 417.27, prohibits the possession of laser pointers on elementary and secondary campuses. *Possession of a laser pointer at school will result in confiscation, parent contact, detention and/or suspension.*

Personal Playground Equipment: Unlabeled personal playground equipment (soccer balls, basketballs, etc...) is not allowed on campus.

Throwing Objects: Throwing rocks, bark, sand, sticks or other items is not allowed. *Violation of this rule may result in verbal warning, parent contact, loss of recess privileges, detention or suspension.*

Toys: Toys are not allowed at school unless pre-approved for a class project such as show and tell.

PLAYGROUND RULES

- All students will show RESPECT to all adults, other students, and property.
- Students will use appropriate language at all times and be considerate of others feelings.
- Students will keep their hands, feet, and objects to themselves.
- All students are expected to use common sense, make good decisions, solve problems, and follow school rules.

- Students will walk in corridors/designated areas.
- Students will not loiter around bathrooms and drinking fountains.
- Students will run and play ball in designated areas only.
- Students will use equipment (balls, jump ropes, hula hoops, etc.) as intended.
- No playing with equipment after the bells or while in line.
- Tag on the grass only. No tag in bark area, blacktop, or cement.
- No jumping from the equipment.
- No playing out of sight of the supervisor.
- No closed games unless closed by the supervisor.
- Eating allowed only in designated areas.

*** Any additional rules and/or directions given by a Supervisor are to be followed at all times.**

PLAYGROUND CLIMBING EQUIPMENT RULES

- ✓ No standing on or jumping from the top of any other apparatus.
- ✓ No “King of the Mountain” type of play on any apparatus. That would include pushing, pulling or otherwise physically moving another student. No “chicken fights.”
- ✓ Students may only hang upside down on the pull-up bars. Two hands are to be on the bars at all times. No flipping off of any bars (forward or backwards) is allowed.

Failure to adhere to rules will result in verbal warning, loss of recess privileges, parent contact, detention or suspension.

DID YOU KNOW?

Any person who shall disregard any traffic signal or direction given by a member of a school safety patrol, shall be guilty of an infraction and subject to the penalties provided in subdivision (a) of Section 42001 of the Vehicle Code.

EDUCATION CODE Section 49307

Be Patient when picking up your children!

DROP-OFFS/PICKUPS & TRAFFIC SAFETY

Please help us ensure the safety of all students to prevent the risk of serious injury by carefully adhering to our traffic safety policies for student drop-offs and pickups.

See appendix A on page 12 for parking lot Map and Rules

1. All students should be dropped off and picked up in our parking lots along the **marked zone** areas on the school curbs.
2. When picking up a child, always pull **to the curb**. Do not stop in the middle of the driveway or street to pick up or drop off a child.
3. Students are ***not permitted*** to cross the driveway or the parking lot unless accompanied by an adult.
4. Students should not be dropped off or picked up on Murphy Road unattended. If you prefer not to park and get out of your vehicle, please utilize one of our parking lots as a drive-thru option.
5. The Bus Loop Entrance is located in front of the school. **No other vehicles are allowed on this road.**

6. There will be no entry to the Multi-Purpose Building (MUB) from the front of the school. All students entering the MUB before school must enter from inside of the school campus. The doors facing Murphy Road will remain locked to ensure the safety of all students and staff.
7. Students will not be permitted to enter on campus early. All gates will be open by 7:45 a.m. for student drop-offs.
8. Acknowledge and obey the Student Safety Patrols that are on duty.

AFTER SCHOOL SPORTS: Ripon Unified School District offers an after-school sports program for students in 7th and 8th grades. Our mission is to provide opportunities for educating students in physical fitness, character development and socialization skills through an athletic program that fosters teamwork, discipline, sportsmanship and respect for opponents and officials. All students, parents and spectators are expected to follow the sportsmanship expectations that follow:

- Opposing teams and supporters must be treated hospitably as our guests.
- Team members/players will appropriately root on their team without being obnoxious presenting themselves in a positive & supportive manner at all events.
- Coaches, players and parents must work together to provide a positive experience at all events.
- Parents/spectators may not approach a coach or Ref. within 24 hours of an event.

Each student that wants to play must complete the *After-School Sports* packet containing specific information about the RUSD sports program. The packet is found in the school office. For more information about the sports programs, please contact your site principal.

Sports Seasons:

- Aug-Oct: Girls Volleyball and Boys Soccer
- Oct-Dec: Girls Basketball
- Jan.-March: Boys Basketball
- March-May: Boys Volleyball and Girls Soccer

FIELD TRIP POLICY: Before students can participate in school-sponsored trips, parents/guardians must complete a permission slip for the student to attend the trip. (AR 6153) Permission slips must be filled out completely and turned in before the day of the event. If your child does not have a signed permission slip, the student will not be able to attend the field trip. Parent permission CANNOT be given over the telephone. *Non-school aged siblings and non-Colony Oak students may not accompany volunteers on field trips.*

Field Trips are conducted in connection with the district's course of study or school-related social, educational, cultural, athletic, school band, or other extracurricular or co-curricular activities. Students may be excluded from the trip if their presence on the trip would pose a safety or disciplinary risk. (BP6153)

Parent Drivers for Field Trips: Parents must complete the necessary paperwork and have it on file in the office one week prior to the trip. This includes the Volunteer Affidavit Form, Parent Driver Form and a copy of valid auto insurance and CDL. The Driver Form must be completed per field trip. Students, Staff and Chaperones must comply with conduct code BP 5131.

STUDENT PROGRESS

Report Cards: Report cards are issued three times each school year (Trimesters). At the end of the first trimester, parents will confer with the teacher and receive the report card at that time. Conference notification time will be sent home by the classroom teacher for parents to confirm attendance. The 2nd and 3rd report cards will be mailed home to parents. Student progress may be requested at any time. Parents are encouraged to monitor their child's progress.

Progress Reports: Student progress reports are sent home at the mid-trimester when students are receiving failing grades, or are in danger of receiving failing grades. Report cards are issued three times each year (trimesters) covering approximately twelve weeks of the student's work.

Conferences: Please plan to meet with your child's teacher if you have concerns about their progress or questions about classroom procedures. Our teachers are involved in many after school meetings, training, and/or staff development activities, so making an appointment would be the most efficient way to address your concerns. All staff have an email address where you can contact them via email or you may call the school office and we will leave the teacher a message to return your call.

COMMUNICATIONS

At Colony Oak Elementary School, home/school communication is a priority. It is critical that parents understand what is "going on" at school. We encourage you to call at any time if you have questions and/or concerns regarding your student and school. The school telephone number is 209-599-7145. The school office hours are 7:45 a.m. to 4:00 p.m. The following "communication tools" are employed at Colony Oak Elementary School. By visiting the school's website <https://cacolonvoakes.schoolinsites.com/> you will be able to stay up to date with what is happening at school. This also enables you to email teachers with any questions you may have about your child's school experience. Email is the most efficient mode of communication but we encourage parents to make appointments to "check-in" with your child's teacher if you have concerns.

Remind: This is an app that provides texting from school to parents. Reminders of various school events such as field trips, assemblies, science camp updates, minimum day reminders etc. Remind is set up for parents to join by grade level. Directions on how to join are on the school website. It's FREE and convenient.

Facebook: Colony Oak's Parent Faculty Committee has a Facebook group for parents of Colony Oak students. Parents and staff will post reminders of school events on this page as well.

Student Agendas: Students in grades 3-8 use a planner to organize assignments and as daily communication as needed between parent/teacher. Colony Oak Parent Faculty Committee provides the student planners. A donation of \$5 for each planner is greatly appreciated.

Monthly Newsletters: Each month newsletters are emailed home to parents and posted on the school website. The purpose of the newsletter is to inform parents of upcoming events.

Cougar News: Each day the Cougar News Team will make announcements and give information involving items of interest and concerns.

Parent Faculty Meeting (PFC): Each month Colony Oak's PFC meets to discuss student events and fundraising for the school. PFC is a great way for parents to be involved in their child's school. The meetings are once a month at 6:00 PM in the school library. Check out the school marquee and the monthly newsletters for the meetings.

STUDENT RECOGNITION

ASSEMBLIES: We welcome and encourage parents to attend our school assemblies. Please note that access to the Multi-Purpose Room (MUB) will not be available before 8:30 a.m. MUB doors will open at approximately 8:30 a.m.

A good reputation for courteous behavior in school assemblies is important. Students should give full attention to the performers on stage and show appreciation through clapping hands appropriately. Whistling, shouting, booing and foot stomping is not acceptable. *Students that exhibit inappropriate behaviors during assemblies may be asked to leave the assembly.*

HONOR ROLL: To meet the criteria for Honor Roll each trimester a student must have a 3.0 or above grade point average with no D's or F's. Those students in 7th-8th grade meeting this criteria are rewarded after each trimester with the opportunity to attend a district Honor Roll trip.

MONTHLY AWARDS: Monthly, teachers select students they feel deserve special recognition. Students are recognized for academics, attendance, citizenship, character traits, and other special recognition awards.

POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS (PBIS): Students are recognized daily showing respect, making good decisions, and solving problems. Students earn a Cougar ticket that is placed in a classroom bag for frequent drawings. Monthly goals for positive school behavior are also rewarded.

Appendix A

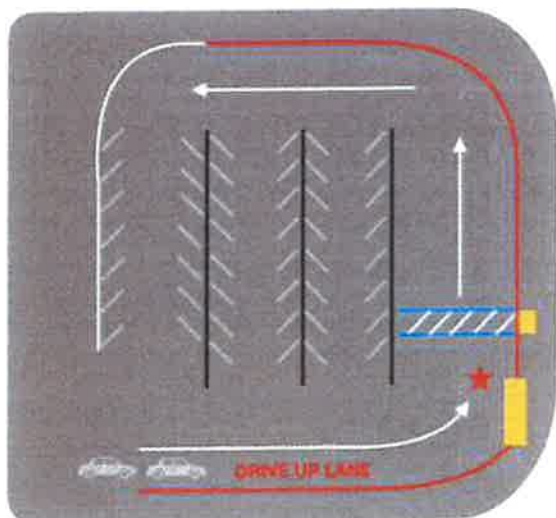
COLONY OAK PARKING LOT MAP & RULES

NEVER PARK IN RED ZONES

>>> SANTOS LOOP PARKING LOT >>>

Drive Up Lane Rules

- Front car pulls up to the furthest spot marked by the red star on the map.
- Continue to pull forward as cars pull away.
- Students that are dropped off or picked up in the drive up lane should be able to get in and out unassisted.
- Students may NOT walk out the Santos Loop gate. It is for vehicles only.
- Students who are walking need to exit from the North Parking Lot and stay on the sidewalk.



<<< SOUTH PARKING LOT <<<

Please only get out of your car if you're parked in a parking space.

Drive Up Lane Rules

- Front car pulls forward to the yellow loading zone marked by red star on map.
- Stay in your car. DO NOT get out.
- Continue to pull forward as cars pull away.
- Students that are dropped off or picked up in the drive up lane should be able to get in and out unassisted.

↑↓ MURPHY ROAD / ↔ SANTOS AVENUE



>>> NORTH PARKING LOT >>>

Please only get out of your car if you're parked in a parking space. All drop off and pick up must occur in the designated lane. Parents are welcome to park in a parking spot and walk up to the sidewalk but should not sit in cars awaiting students. Students walking into the parking lot unsupervised is a safety issue. Students must stay on sidewalks. Students who are walking may exit gates and continue on the sidewalk.

Drive Up Lane Rules

- Front car pulls forward to the yellow loading zone marked by the red star on the map.
- Stay in your car. DO NOT get out.
- Continue to pull forward as cars pull away.
- Students that are dropped off or picked up in the drive up lane should be able to get in and out unassisted.

*Colony Oak Elementary
Student Parent Handbook
2024-2025*

I have read and discussed the entire handbook with my student.

Student Name

Parent Name/Signature

Date