

Oak Tree Elementary

Welcome Back Everyone!

July 2019

Dear Oak Tree Families,

Welcome to the 2019-2020 school year! The Oak Tree staff has been busy preparing for another productive and successful year. Our mission is to provide motivation and dedication to foster a community of successful learners and tomorrow's leaders. We welcome five new teachers and several new support staff members to our campus this year!

Something we are planning to implement in all of our classrooms this year is the Sanford Harmony curriculum for social-emotional learning. This curriculum is a teaching program that cultivates healthy relationships between children and adults on our campus. The goal is to implement specialized teaching strategies into classroom activities in an effort to develop children into tolerant, compassionate, and caring adults. Our teachers were trained in this curriculum at the end of last school year and are continuing with more professional development on this important topic in the coming months.

If you would like to learn more about the Sanford Harmony curriculum please click the link: <https://www.sanfordharmony.org/>

To start the new school year, we invite you to join us for **"Meet Your Teacher Night/Title I Annual Parent Meeting"**. This year's open house event will be held on Tuesday, July 30th from 5:30pm - 7:00pm. Please gather in our cafeteria at 5:30pm to meet with me briefly prior to proceeding to your child's classroom. The teachers will be in the cafeteria with me. We will also spend a few minutes discussing information specific to our Title I programming. This is an ideal opportunity to visit your child's classroom and to meet the teachers.

Class placement lists will be posted on Friday, July 26th after 4:00pm on the front office windows. You will also be able to join our PTO during the "Meet Your Teacher Night". Our hope is to continue increasing parental involvement at Oak Tree. My belief is that our school and your homes improve as we strengthen our partnership in educating your children.

School begins on Thursday, August 1st. The first bell rings at 8:05 am and the tardy bell is at 8:10 am.

The **"Elementary Family Handbook"** is posted online on our District website. You may view the [handbook by clicking this link](#).

This handbook contains explanations of various district programs, policies and procedures. An additional portion of the handbook specifically defines expectations for student behavior on school grounds and buses. Your understanding and support of these policies and procedures will help us establish a school environment that is respectful, conducive to learning, and ensures the safety and welfare of our students. Please be sure to review this handbook and become familiar with our policies.

The "Annual Update" requires action by you each school year. You are asked to update information for you and your student(s) through the Parent Portal. You may enter the Parent Portal through this link: <https://ic.gilbertschools.net/campus/portal/gilbert.jsp>. If you have not set up your Parent Portal, please contact the office after July 15th. The Parent Portal is not very accessible on mobile phones. We recommend you complete this process on a laptop or desktop device. As a result, we will have devices available the evening of our Open House for your convenience.

"Bring Your Parent to School Night" will be held the evenings of August 13 and August 15 from 6:00-7:00 pm. This is a time when you can learn firsthand about the curriculum, educational materials and instructional methods that will be a part of your child's educational experience for the coming school year. We will combine our efforts to share information about Math and Literacy at Oak Tree.

August 13, 2019
Preschool
Grade 1
Grade 3
Grade 5

August 15, 2019
Kindergarten
Grade 2
Grade 4
Grade 6

Oak Tree Elementary is a special place where students come first. Please call us with any questions or concerns at 480-632-4785. We look forward to an exciting year of learning and growth.

With Regards,

Dale T. Lunt, Principal



Oak Tree Elementary

2019-2020

*PTO Class List Sneak Peak
Thursday, 7/25/19 at Altitude Trampoline Park
from 5:00 - 8:00 pm*



**Class lists will be posted:
Friday, July 26, 2019**

In the afternoon on the front office windows.

OPEN  HOUSE

“Meet Your Teacher Night”

Tuesday, July 30, 2019

5:30p.m. – 7:00p.m.

Please meet Mr. Lunt in the cafeteria at 5:30pm prior to proceeding to your child’s classroom. Teachers will be in the cafeteria with Mr. Lunt.



School Begins:

Thursday, August 1, 2019

1st Bell 8:05 a.m.

Tardy Bell 8:10 a.m.



**Bring Your Parents
to School Night**

August 13, 2019

Preschool

1st Grade

3rd Grade

5th Grade

August 15, 2019

Kindergarten

2nd Grade

4th Grade

6th Grade



Picture Days!

Fall - Thursday 8/29/19

Fall Make up - Tuesday 10/29/19

Yearbook/Club - Thursday 1/9/20

Spring - Thursday 2/13/20

Kindergarten Cap & Gown-Tuesday 4/7/20

**School Holidays/Early Release
Wednesdays/Early Dismissal Days**

Labor Day: Monday, 9/2/2019

**Parent Teacher Conferences: Thursday, 9/26/19 and
Friday, 9/27/19**

**Fall Break: Monday 10/7/19 - Monday 10/14/19
School resumes Tuesday, 10/15/19**

Veterans’ Day: Monday, 11/11/19

**Thanksgiving Break:
Wednesday-Friday, 11/27 – 11/29/19
School resumes on Monday, 12/02/19**

**Winter Break: 12/23/19 – 1/3/20
School resumes on Monday, 1/6/20**

Martin Luther King Day: Monday, 1/20/20

President’s Day: Monday, 2/17/20

**Spring Break: Monday, 3/9/20 – Monday, 3/16/20
School resumes Tuesday, 3/17/20**

Spring Holiday: Friday, 4/10/20 and Monday, 4/13/20

Last Day for Students: Thursday, 5/21/20

Early Release Wednesdays – Dismissal @ 1:55pm
Most Wednesdays will be an early release day.
The exceptions are the following Wednesdays: 8/28/19
11/20/19 and 1/29/20 which are early dismissal @ 11:55

Half Days – Dismissal @ 11:55

We have 9 early dismissal days this year. Those days are:
8/28/19, 9/26/19, 9/27/19, 10/4/19, 11/20/19, 12/20/19,
1/29/20, 3/6/20 and 5/21/20

More information may be found on our District website
and Oak Tree’s website.

Please keep for future
reference!

SCHOOL HOURS

Office Hours

7:00 a.m. – 4:00 p.m.

REGULAR DAY

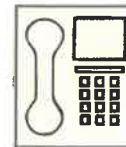
AM Preschool	8:15 – 10:45
PM Preschool	11:30 – 2:00
KDG through 6 th	8:10 – 2:55

EARLY RELEASE WEDNESDAYS

AM Preschool	No School
PM Preschool	No School
KDG through 6 th	8:10 – 1:55

EARLY DISMISSAL/HALF DAY

AM Preschool	No School
PM Preschool	No School
KDG through 6 th	8:10 – 11:55



Phone Numbers

Oak Tree Office 480-632-4785

Attendance Reporting:	Option 1
Health Office:	Option 2
Cafeteria Manager:	Option 3
VIK:	Option 4

Oak Tree Fax 480-632-4794

District Office 480-497-3300

Transportation 480-497-3311



2019-2020 Time Schedule

7:00am	Office Opens
7:40–8:10am	Cafeteria Open for Breakfast
7:50am	Students are welcome on campus (No staff on duty until this time)
8:05am	Bell rings for classroom line-up
8:10am	Class begins/Attendance taken
2:55pm	Students are dismissed
4:00pm	Office closes

Staff Phone Calls

Call 480-632-4785 then dial staff extension number
Staff room number is their phone extension number.

All phone calls during the school day will automatically
go to voice mail.

PLEASE NOTE: Urgent messages regarding your
child's end of day routine should be called in to the
front office no later than 2:30pm.



Email Address for all Staff

To email any staff member the
following is the format to use:

firstname.lastname@gilbertschools.net

LUNCH TIMES

Grade	Regular Day	Early Release Wed.
6 th	12:00 – 12:40	11:00 – 11:40
5th	12:05 – 12:45	11:05 – 11:45
4th	12:10 – 12:50	11:10 – 11:50
KDG	12:15 – 12:55	11:15 – 11:55
1st	12:20 – 1:00	11:20 – 12:00
2nd	12:25 – 1:05	11:25 – 12:05
3rd	12:30 – 1:10	11:30 – 12:10

Information about school lunch prices can be
found on the GPS website. Go to "GPS Parent &
Family Resources" then
"School Nutrition".

SPECIALS SCHEDULE

Grade	Reg Day	Early Wed
2nd	8:20–9:00	8:20–8:50
3rd	9:05–9:45	8:55–9:25
4th	9:45–10:25	9:25–9:55
5th	10:30–11:10	10:10–10:30
6th	11:15–11:55	10:35–11:05
1st	1:25–2:05	12:45–1:15
KDG	2:10–2:50	1:20–1:50

Oak Tree Elementary School

Recommended Supply Lists 19/20 School Year

(These items are **not** mandatory, suggested only)

Kindergarten

- 4-Boxes (24 count) Crayola crayons
- 2 Boxes Crayola markers
- 2-Bottles waterless hand sanitizer (with pump)
- 2-Boxes of Kleenex
- 2-Boxes Ticonderoga #2 pencils
- 6-Glue sticks
- Expo dry erase markers (extra fine)
- 1-Box Colored Pencils

Donation Wish List:

- Clorox wipes
- Ziploc bags (quart & gallon size)
- Paper towels
- Paper Plates

1st Grade

- 2-Boxes (24 count) Crayola crayons
- 1-Box Ticonderoga #2 pencils
- 1-Fiskars children's scissors
- 1-Small plastic school supply box (approximately 8"x5")
- 2 Packages glue sticks (Elmers 12 count)
- 2-Packages whiteboard markers
- Clip board
- White card stock
- 1-Backpack (Please-no hard frames, wheels, or handles)
- 1 Pair Headphones

Donation Wish List:

- Kleenex
- Paper towels
- Waterless hand sanitizer
- Ziploc bags (gallon and quart size)
- Lunch sacks
- 1 package of white copy paper
- Clorox wipes

2nd Grade

- 2-Plain colored spiral notebooks (70 page count)
- 1-Box Ticonderoga #2 pencils
- 4-Glue sticks (basic Elmer's kind)
- 1-Backpack (Please-no wheels or tall handles)
- 2-Boxes crayons
- 1-4 oz. bottle glue (Please-no fancy colored or glittery kind)
- Pink pearl eraser

2nd grade continued

- 1-Package of white copy paper
- Expo dry erase markers
- 1-Composition notebook
- Headphones/earbuds
- Donation Wish List:**
- Paper plates
- Paper cups (drink & Dixie cup size)
- Plastic silverware
- Kleenex
- Paper towels
- Waterless hand sanitizer
- Ziploc bags (sandwich, snack, gallon and quart size)
- Clorox wipes
- Lunch Sack

3rd Grade

- 3-Spiral notebooks
- 1-Box Ticonderoga #2 pencils
- Colored pencils
- 1-Box (24 count) Crayola crayons
- Metal scissors
- 4-Glue sticks
- 12" ruler
- Pink pearl eraser
- 2-Boxes Kleenex
- 3-Pocket Folders
- Earphones
- 1-Box Expo low odor dry erase markers
- 1 package of white copy paper
- Donation Wish List:**
- Ziploc bags (sandwich, snack, gallon and quart size)
- Clorox wipes
- Paper plates and paper cups
- Waterless hand sanitizer

4th Grade

- Expo Dry erase markers
- Crayola 16 count crayons
- Small pointed scissors
- Highlighter
- 2" 3-ring Binder
- Pencil Pouch for Binder
- 5 Subject Dividers
- Colored pencils
- Pink pearl erasers
- Glue Stick

4th grade continued

- 1-Box Ticonderoga #2 pencils
- Clorox wipes
- 1 Pkg of white/colored copy paper
- 3-Kleenex
- 3-Paper towels
- Ziploc bags – All sizes

5th Grade

- 1-Three ring 2" binder
- 1-Pack of dividers
- 1-Pencil pouch with holes for binder
- 1-Three subject spiral notebook
- 1-Box crayons
- 1-Box colored pencils
- 1-Box thin markers
- 1-Box thick markers
- 1-Package of pencils
- 2-Boxes of Kleenex
- Scissors
- Pens
- 12" ruler
- Donation wish list:**
- Expo dry erase markers
- Cleaning wipes
- Copy paper

6th Grade

- 1-Three ring 3" binder
- 1-Divider pack (5 count)
- 1-Ream lined paper
- 1-100 sheet college ruled composition notebook
- 1-Ream 8.5x11 white paper
- 1-Box Ticonderoga #2 pencils
- Pencil pouch
- Red, Blue & Black ballpoint pens
- Highlighters – Multiple colors
- 4 Spiral notebooks
- Colored pencils-12 or more
- 1-12" Ruler
- 2 boxes of Kleenex
- Ear buds for laptop
- Scissors
- Glue sticks
- Whiteboard markers
- Donation Wish List:**
- Hand sanitizer
- Ziploc bags - gallon and quart sized
- Clorox or Lysol wipes

Special Education students may be asked to bring in specific materials. Otherwise, supplies brought in for general education classrooms will be shared with special education rooms.

Oak Tree Elementary School

School Information

Drop off and Pick up Traffic Pattern

Please help make sure that your child is safe! To ensure that your children are safe, several safety rules are in effect at Oak Tree Elementary.

Morning Student Drop Off

A student drop-off lane has been provided for your convenience on the north side of the playground. **This is a drop-off lane only. It is not for parking your car.** If you want to walk your children to their classrooms, you **must** park in a designated parking place. Parking in the drop-off lane is dangerous to children, it complicates traffic flow, and forces children being dropped off to walk among parked and moving cars.

After School Student Pick Up

To enter the pick-up area, please use the southern most entrance to the school located on Dodge Street. The pick-up area is **one lane only**. Please pull forward as far as possible to allow others behind you to enter the area.

Please use the following procedures:

- Place your family pick up card (*available on "Meet Your Teacher Night"*) in your window.
- A staff member will read the card and tell you which pick-up area to pull up to.
- Your child(ren) will meet you at the designated cone.
- Children will enter car on the passenger side – **NO** walking around the car!

If you need to get out of your car to meet your child, you must park in a designated parking place.

Bus Pick-up of Students:

The bus area on the East side of the playground is **never** to be used to drop-off /pick up students. It is for **buses only**.

Cross Walks:

Students must cross Dodge, Neely and Houston Streets using the designated crosswalks. **Please** do not park on these streets and ask your child to cross to your car.

Traffic/Safety Reminders

- **Parking on streets.**
Dodge, Golden Key, Neely, and Houston Streets are posted as no parking zones. Gilbert police officers will ticket cars parked in these posted areas.
- **Please drive slowly through the school zones and parking lot.**
We realize that everyone is busy and has places to go, however, the safety of our students is our number one concern.
- **Please use the designated crosswalks.**
When parents park and walk their children across the street, not using the crosswalks, it causes an additional safety hazard. Staff members will politely remind parents & students that they should cross only in designated crosswalks. Please do not cross through traffic.
- **Please be alert on rainy days.**
Due to the increased number of people dropping students off on rainy days it may be helpful to leave a little earlier in the morning. This will greatly reduce your wait time when dropping your student off.

The safety of your child is very important to us. Thank you for your help in ensuring the safety of all Oak Tree students, parents, and staff. We are counting on your help as safety role models for our students.

Appointments With Teachers

Before and after school hours are for teacher preparation, scheduled duties and parent communication. Please call and set an appointment if you need to meet with your student's teacher so they can plan accordingly and be prepared for each day of quality teaching! Thank you for your cooperation.

Arrival Time

Students who walk or are driven to school should not arrive before 7:50am. No supervision is available prior to this time. The only exception is for students who eat breakfast in our cafeteria. 7:40am is the designated arrival time for students eating school provided breakfast. If your schedule requires that your student(s) arrive prior to 7:50am please contact the District VIK program at 480-892-9089, ext 100. VIK is a tuition based childcare setting available on our campus.

Attendance

When your child(ren) will be absent or late to school please call to report their absence. Messages may be left 24 hours a day. Call 480-632-4785 and press 1 for attendance.

Cell Phones at School

Students who have cell phones are required to turn them off before arriving on school property. Cell phones are to remain off and in the student's backpack until the student is off school property at the end of the day. If a cell phone is seen on school property it will be taken from the student. A parent will need to pick the phone up from the principal.

Free & Reduced Lunches

Your child may qualify for a free or reduced breakfast and lunch. Applications are available at our school office, or on the GPS website: www.gilbertschools.net. Applications take 7-10 days to process and traditional lunch charges apply in the mean time. Please note that the lunch prices have increased, the new student lunch price is \$2.90.

Items Dropped Off in the Front Office

At Oak Tree Elementary we try to teach our students that sometimes there are natural consequences for forgetting items from home. You can help your children become responsible students by having them organize their school items the night before school. This will lead to more successful students and calmer mornings.

To minimize classroom interruptions, the following guidelines have been set up for items being dropped off at the front office during the day:

- ◆ Lunches & Water Bottles - we will call the classroom at 11:00 am
- ◆ Homework – will be placed in teacher's mailbox.
- ◆ PE Shoes – students will need to come and check the front office before PE class.
- ◆ Musical Instruments – students will need to check the front office before music class.

Items Forgotten at School

Students and parents are not permitted in classrooms after school to retrieve forgotten items. Teachers are not always available to let students/parents into the classroom and this helps student become more responsible for their belongings.

Items in the Classroom

Students are encouraged to have water in their classrooms. Please avoid sending students to school with drinks that can stain our carpets.

School Office Hours

The office is open 7:00am – 4:00pm M-F (school days). Please remember all visitors must sign in at the office before visiting any area in the building.

School Visitors

- ◆ We encourage parents to visit our school to see all of the wonderful learning going on at Oak Tree!
“For those who wish to visit a classroom during the school day, it is preferred that the teacher and the principal be contacted in advance to arrange a day and time for such visit so as to avoid any conflicts with the school schedule.” (per GPS Regulation K-2461) Please allow at least one school day in advance.
- ◆ Please call the office or your classroom teacher in advance to make arrangements for your visit.
- ◆ All visitors to the school campus are required to first sign in at the office as a visitor and receive a visitor's badge. No one should be in the school or on the campus unless they have signed in at the office. This is District policy. This policy applies when dropping students off in the morning and a parent desires to enter the playground or the cafeteria for breakfast.
- ◆ Children from other schools are not allowed to visit or attend school with Gilbert students during school hours.

JICA-R

REGULATION

STUDENT DRESS

In support of the educational environment, the following guidelines have been established. It is an expectation that volunteers working with students will adhere to this policy. These guidelines include, but are not limited to:

- A. Tops with two-inch (2") minimum strap-width on each shoulder.
- B. Shirts and tops need to be long enough to cover midriff.
- C. Clothing must modestly cover under arm, back, cleavage, and chest area.
- D. Clothing must cover the undergarments and entire buttocks.
- E. Shorts, skirts and dresses must be modest in length.
- F. Shoes must be worn at all times.
- G. Pants and shorts must be worn to fit, no bagging or sagging.

Prohibited Items Include but are not limited to:

- A. Clothing items identified by a school administrator and/or a law enforcement official as negative or gang affiliated and/or carry the potential to create intimidation and violence.
- B. Clothing that references drug/alcohol.
- C. Clothing, backpacks, binders, jewelry, or tattoos that displays offensive symbols, inappropriate or negative messages.
- D. Bare feet and slippers without rubber soles.

E. Shoes with wheels (Heelys).

F. Trench coats and other oversized clothing that can conceal contraband.

G. Bandanas.

H. Jewelry or accessories that could present a safety hazard.

Exceptions for special activities or health considerations may be pre-approved by administration.

Students who participate in required/extracurricular activities, such as athletics, band, chorus, physical education courses, etc., are subject to the standards of dress as defined by the teachers/sponsors of such courses/activities.

School administrators will make the final decision regarding the appropriateness of any student's appearance.

To create the safest possible environment for students and to guarantee that the students' focus is to receive a quality education, Gilbert Public Schools (GPS) finds it necessary to outline expectations regarding student dress code. Questions regarding clothing/appearance issues should be directed to the school administrator.

Gilbert Public Schools 2019-20 Calendar

JULY 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2019						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JULY 2019	
4	
30	
31	

AUGUST 2019	
1	
7,14,21	

SEPTEMBER 2019	
2	
26, 27	
4, 11, 18, 25	

OCTOBER 2019	
4	
7-14	
14	
15	
2, 16, 23, 30	

NOVEMBER 2019	
11	
27, 28, 29	
6, 13	

DECEMBER 2019	
19	
20	
23-31	
4, 11, 18	

JANUARY 2020	
1-3	
6	
20	
8, 15, 22	

FEBRUARY 2020	
17	
5, 12, 19, 26	

MARCH 2020	
6	
9-16	
17	
4, 18, 25	

APRIL 2020	
10, 13	
1, 8, 15, 22, 29	

MAY 2020	
20	
21	
22	
25	
6, 13	

Fourth of July (Holiday)
Convocation / PD
PD / Teacher Prep

First Day of School
Early Release (1 hour) 28 - 1/2 day K-12

Labor Day (Holiday)
Parent Teacher Conferences (K-6) / 1/2 day K-6
Early Release (1 hour)

Grading Day, 1/2 day K-12
Fall Break (No School)
Staff PD Day
School Resumes
Early Release (1 hour)

Veteran's Day (Holiday)
Thanksgiving (Holiday)
Early Release (1 hour) 20 - 1/2 day K-12

1/2 day Junior High & High School
End of Semester & 1/2 day K-12
Winter Break (No School)
Early Release (1 hour)

Winter Break (No School)
School Resumes
Martin Luther King Day (Holiday)
Early Release (1 hour) 29 - 1/2 day K-12

President's Day (Holiday)
Early Release (1 hour)

Grading Day, 1/2 day K-12
Spring Break
School Resumes
Early Release (1 hour)

Spring Holiday (No School)
Early Release (1 hour)

1/2 day Junior High & High School 20 - K-6 Early Release (1 hour)
Last Day for Students & 1/2 day K-12

Last Day for Teachers
Memorial Day (Holiday)
Early Release (1 hour)

1st Semester	91 Days
2nd Semester	89 Days
Total	180 Days

JANUARY 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MARCH 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2020						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2020						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

19

19

16

20

15