

Ocean Palms Elementary Parent & Student Handbook 2018 - 2019



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OPE Motto - Everyday. Everyone. Everything matters!

Preface

The handbook is designed as a resource with important information regarding school policies and procedures. We hope that you will find this useful as questions or concerns arise throughout the school year and that it will be a meaningful tool for you.

SJCSD Mission Statement

The St. Johns County School District will inspire good character and a passion for lifelong learning in all students, creating educated and caring contributors to the world.

OPE Mission Statement

At Ocean Palms we inspire students to explore and develop their strengths and passions. We focus on integrity, leadership, and service above self. We commit to fostering a positive, safe, nurturing environment with an emphasis on academic rigor, the arts, athletics, and technology within a vibrant, caring community.

- Our focus is the whole child.

OPE Vision Statement

Ocean Palms Elementary is where students become leaders:

Lead by example

Encourage others

Accepts challenges

Do the right thing

Explore their passions

Reflect on learning

Strive for academic excellence



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Access to our School



All adults must be registered volunteers to enter the school building during school hours. This district policy is for the safety of our students. The district's Volunteer Application must be completed if you wish to access the school building beyond the front office, volunteer in a classroom, participate in any class activities, chaperone/attend a field study, eat in the cafeteria, participate in a conference, or attend any performance or event during school hours.

Please encourage all family members who wish to attend events to complete the application process at this time as processing may take two to six weeks to complete. **Exceptions will not be made for visiting friends and relatives.**

The application process can be accessed through the following link: <http://www.stjohns.k12.fl.us/volunteer/>. This link is also located on our school's webpage and the district's webpage.

Once approved for school access, all visitors sign-in at the front desk and present a valid driver's license or state identification in order to receive a Volunteer Badge to be worn in the building. All visitors must sign out and return the Volunteer Badge when exiting the building.

Address and Telephone Number Changes

Please notify our office immediately if there is a change in your address, telephone number, or emergency contact information. This is all very important in case your child becomes ill or injured. If your address has changed, please complete the address change form and bring in three proofs of residency as set forth on our Registrar's webpage reflecting the updated information. **Phone: 904-547-3760**

School Messenger

School Messenger is a rapid phone, text, and/or email notification system provided by our school district to communicate information efficiently. This system will be used for providing information to parents and guardians about safety, daily attendance, and school events.

Arrival Procedures

Students who arrive at school before 8:00 a.m. must be enrolled in the Ocean Palms Before-Care program. School supervision of students begins at 8:00 a.m. when parents and guardians may drop off students in the car line. Please ensure your children only exit the vehicle on the right (sidewalk) side of the vehicle. Students may enter classrooms at 8:00 a.m. to start their day. Students arriving after 8:30 a.m. must be escorted into the building and will be marked tardy. **Parents and guardians, for the safety of our children, staff and visitors, please refrain from the use of cell phones during parent drop off and pick up.**

Dismissal Procedures

Times: Students are dismissed at 2:50 p.m. every day except, Wednesday. On Wednesdays, students are dismissed at 1:50 p.m.

Bikers and Walkers

Parents or guardians picking up bickers and walkers may wait at the fenced-in bike area. During inclement weather, bikers and walkers will be held inside the building and will only be released to a parent or individual on the student's emergency information card.

Parent Pick Up

Those parents picking up children in the car circle, must be in their cars with the child's name and grade level on a hanging sign or name plate in the front window. **Cell phone use is prohibited in the car circle. This procedure is for the utmost safety of the children. Students may only enter the car from the sidewalk. Anyone who does not have a car tag will be asked to park and enter the building with ID to pick up their child. We realize this may be an inconvenience and will slow down our parent pick up line, but our number one priority is the safety and security of our students.**

Dismissal / Transportation Changes

If you need to make a transportation change for your child, please send a written note to your child's teacher that morning. In the event a note could not be sent, please call the Front Office (547-3760) before 12:15 p.m. Please remember only adults on your approved list may pick up your child. We apologize for any inconvenience, but the safety of our children is our number one priority.

Before and After School Care

The Ocean Palms Elementary Extended Day D.E.N. (Develop, Enrich, Nurture) is a community service for students in grades (K-5) who attend Ocean Palms. All employees of the program are St. Johns County School District employees and are under the direction of our Extended Day Coordinator, Ms. Kim LaMondie. Students rotate through a variety of daily activities focusing on academic support, character development, indoor and outdoor recreation, and arts and crafts. Please visit the Ocean Palms Extended Day website <http://www-ope.stjohns.k12.fl.us/extendedday/> for more information or call Kim LaMondie at 547-4150.

Bus Regulations

Students are given the privilege of using the services of the St. Johns County School District for transportation to and from school as well as to and from field trips. Standards of discipline must be maintained at all times in order to satisfy safety requirements. Whenever a driver must direct his/her full attention away from the road, danger exists. No student will be allowed to endanger the other students on the bus. Parents are not to board the bus at any time. A complete list of bus regulations is available in the Student Code of Conduct.

Transportation Services Waiver

Schools are no longer authorized to issue Bus Passes or instruct bus operators regarding bus ridership or stops. Instead, the Transportation Department is now responsible for issuing provisional Transportation Services Waivers for a specific period of time due to extenuating circumstances. Parents may apply for this waiver via the St. Johns County School District webpage under the "Transportation Department." Waivers will not be available from individual schools.

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Attendance

The importance of regular attendance cannot be over emphasized. All students should be in school every day that they are physically able. It is extremely difficult to successfully keep up with class work if attendance is irregular.

On the rare occasion that you need to check your child out early from school, please plan to check out no later than 2:15 p.m. each day and 1:15 p.m. on Wednesdays. Children will be released only to their parents or to individuals named in our database. Remember a photo ID is required.

- **Excused absences include:** personal illness, family emergency, death in the family, religious holidays of the student's established religious faith, required court or law agency appearances, public functions, state competitions, and scheduled doctor or dentist appointment.
- **Unexcused absences include:** shopping trips, pleasure trips, suspension from school, appointments without prior approval except in case of emergency, truancy. For a complete list of excused and unexcused absences, students and parents should refer to the Student Code of Conduct.
- **When Absent:** Parents or guardians must notify the school of a child's absence. Any student who has been absent from school shall bring a note from a parent or guardian within forty-eight (48) hours of returning to school stating the cause of the absence.
- **Notes and emails should include the following information:** full name, teacher, date(s) of the absence(s), and specific reason for the absence. Failure to bring in a note will result in an automatic unexcused absence. If your child is absent for two or more days, contact your child's teacher to arrange for the school work your child has missed. For other absences, please notify the principal in writing prior to the absence.
- **Tardiness:** School begins at 8:30 a.m. Any student reporting to school after that time is tardy. Any tardy student must be accompanied by a parent or guardian to the front office to receive an admittance slip before going to the classroom.
- **Early dismissal:** Children will be released only to their parents or guardians, or to individuals named on the Student Information/Emergency Card if you need to check a student out from school prior to normal dismissal time. Students are dismissed at 2:50 p.m. every day except, Wednesday. On Wednesdays, students are dismissed at 1:50 p.m. **Remember: driver's license or state issued identification card is required.**

Birthdays

If you wish to bring in a birthday treat on your child's special day, it must be pre-approved by the classroom teacher. While we honor and cherish each child's birthday, our primary goal is to preserve the routine and structure of the academic day.

Due to food allergies, there will be no birthday treats allowed in the cafeteria. Your child's homeroom teacher will provide an appropriate time for you to drop off the treat and your treat must be approved by the teacher for potential food allergens. The safety and health of all students is a priority.

Food Allergies

If your child has food allergies, please provide the school nurse with a physician's note indicating the allergies and appropriate medical attention required.

Cafeteria Prices/Payment

Lunch menus are available at <https://schools.mealviewer.com/school/OceanPalmsElementary>. The St. Johns County School Board approved the following prices for meals for the 2018-2019 school year. Elementary school prices are \$2.80 for lunch and \$1.25 for breakfast. Reduced lunch prices are \$0.40 for lunch and \$0.30 for breakfast. The application can be completed online at <http://www.stjohns.k12.fl.us/food/free/>.

A La Carte Items

Ocean Palms provides several a la carte items in the Cafeteria. These items include choices such as baked chips, pizza, Gatorade, juices, frozen fruit bars and ice cream. These items range in price from \$0.30 to \$2.50 and are not included in the free and reduced meal program.

Parental Restrictions

Restrictions can be placed on your student's meal account by requesting in writing the restrictions. Once restrictions are placed, they can only be removed by the parent or guardian in a written letter/email to the food service manager.

Payments

Students may bring cash or check to pay for lunch or make pre-payments to your student's meal account with your VISA, MasterCard or Discover credit card through the PayPams online system. For cash or check, please indicate the student's name and meal account number. For more information on PayPams visit their website at: <https://www.paypams.com> or call 1-888-994-5100.

Free and Reduced Applications

Parents and guardians are encouraged to complete one application per family. Please return the application to the school where the youngest child is enrolled. The approval process can take up to ten (10) days to complete.

Refunds

Refunds are addressed at the school level and require a written request. Please contact the food service manager for a refund.

Account Balances

Student account balances can be obtained on the website www.paypams.com at no charge to you. Your student's account balance, either positive or negative, from the previous school year will roll into the new school year unless a refund has been requested. Although students are to pay for their meal upon receipt, students may forget their lunch or lunch money. Students will be permitted to charge two meals to their account. There will be no charging of any a la carte food items including entrees or snacks.

Cell Phones

Students may possess cell phones and other wireless communication devices at school, on buses, and at school functions. However, they must be turned off and stored in student's backpack and/or purse. The device shall not be used during the school day without administrative approval or on school buses to and from school. Failure to comply may result in the device being confiscated. Repeated failure to comply will be considered defiance of school rules. Ocean Palms Elementary is not responsible for lost, stolen, or damaged cell phones or other wireless communication devices.

Videos, Photographs, Recordings on School Campus

Students, parents and visitors are not permitted to videotape, photograph or make audio recordings while on school premises except for Open House and public events (including plays, musicals, fairs, fundraiser raisers, and awards/recognitions.)

All recording devices must be turned off at school. The purpose of this general rule is to foster an appropriate educational environment, prevent unwarranted disclosure of student images and information, and to comply with the requirements of the negotiated agreement with the St. Johns Education Association.

Students and/or Visitors Requesting a Waiver for Personal Electronic Property

Students and visitors requesting to operate their personal electronic property within the district must obtain written approval by completing the Waiver for Personal Electronic Property found in the **Student Code of Conduct**. This waiver must be signed by the school or district department administrator prior to operating any equipment in the St. Johns County School District schools or offices. Any student or visitor operating personal electronic equipment must also sign the Acceptable Use Procedures Agreement form. Ocean Palms Elementary School is not responsible for the loss of any electronic devices.

Emergency Drills

Emergency drills will be conducted throughout the school year. We conduct monthly fire drills as required by the Florida Fire Prevention Code. We also practice drills for the following scenarios: severe weather (high winds), evacuation and lockdown. Our school district also requires bus evacuation drills for our bus riders. Safety is of the utmost importance.

Home Access Center

The Home Access Center (HAC), is a web-based application that is part of our Student Information System called eSchoolPlus. <http://www.stjohns.k12.fl.us/hac/>

This system provides parents or guardians and students with a daily summary page, schedule and attendance, discipline information, class work, test scores and course requests for all students in grades 3-12. Please complete the necessary registration paperwork included in your first day packet and return it to the school as soon as possible. You will receive a login and temporary password.

Homework

When assigning homework, teachers will ensure that students are provided with sufficient information and direction to complete the homework assignment independently, and that the assignment is not excessive for its intended purpose.

Students in grades (2-5) shall record their homework assignments in their planners daily. Homework shall not be assigned over holidays and weekends, other than daily reading for 20 minutes. We do not interrupt class for homework deliveries. All homework delivered to the school will be placed in the teacher's mailbox to retrieve at his or her convenience.

Items Brought To School

Animals: No animals should be brought on to the school campus, unless they are approved service animals.

Toys: Toys should not be brought to school. Bringing a toy gun or any other weapon to school could result in disciplinary action.

Equipment: lacrosse sticks, baseball bats, heelies, roller blades, and other similar items may not be brought to school for any reason.

Lost and Found

Please put your child's full name in all clothing, backpacks, and lunchboxes. In the event your child does misplace an item they can check the 'Lost and Found' for lunch boxes and clothing. Articles such as glasses and jewelry will be placed in the front office. Unclaimed articles are periodically donated to organizations that support those in need.

Physical Education/Activities

To ensure the safety of our children during physical activity, it is highly recommended that every student wear socks and sneakers to school. Students will participate in some type of physical activity daily. On days where students have PE, it is important they are not wearing crocs, sandals, boots, ballerina flats or flip flops which can present a safety risk during these more rigorous activities. Water bottles, hats, and sunscreen are always recommended for outside activities. **Sunscreen must be applied at home.**

Student Dress Code

The dress and grooming of St. Johns County Public Schools students shall contribute to the health and safety of the individual, promote a positive educational environment and not disrupt the educational activities and processes of the school. Because inappropriate clothing worn by a student is detrimental to the school program, the wearing of garments suitable for school shall be encouraged.

All faculty and administrative staff shall be on the alert to give positive guidance in these matters, without embarrassment to the student. These rules on personal appearance of students are intended to enable the students of St. Johns County Public Schools to dress casually but reasonably. Student Code of Conduct -

<http://www.stjohns.k12.fl.us/schoolservices/wp-content/uploads/sites/23/2018/07/2018-19-Code-of-Conduct-FINAL-FOR-PRINTER.pdf>

All Students

- Personal attire shall not be worn to school if it creates a safety issue within the learning environment. Personal attire may be in the style of the day, but clothing that is immodest, revealing, or distracting in character is unacceptable.
- Students must wear shoes that are safe and appropriate for the learning environment. Middle school and elementary school students must wear shoes that have a back or strap on the heel.
- Skirts, dresses, shorts, no shorter than four inches (4") above the top of the knee, are acceptable. Skirts shorter than four inches (4") above the top of the knee worn with leggings or tights are not acceptable.
- Tops and shirts must cover the entire shoulder and they must be modest and not revealing or distracting. Midriff or "cut-out" dresses and "cut out" tops may not be worn. Skirts must be no shorter than four inches (4") above the top of the knee.
- Clothing, piercings and accessories shall not be worn if they display profanity, violence, discriminatory messages, suggestive phrases, advertisements, phrases or symbols of alcohol, tobacco or drugs.
- In accordance with statutory requirements, and as more particularly specified in the standards for boys and girls below, students are prohibited from wearing clothing that exposes underwear or that exposes body parts in an indecent or vulgar manner.
- Head coverings, including but not limited to, caps, hats, bandannas, hair curlers and/or sunglasses, shall not be worn on campus unless required by a physician, worn for religious purposes, or authorized by school administration.

Classroom Behavior Management Policy

Ocean Palms Elementary believes in the Positive Behavioral Intervention and Supports (PBIS) philosophy. Classroom expectations and behaviors shall be taught and modeled to all students. Introducing, modeling, and reinforcing positive social behavior is an important step of a student's educational experience. The purpose of school-wide PBIS is to establish a climate in which appropriate behavior is the norm and recognized.

We expect all students to follow our school-wide behavior expectations and to conduct themselves appropriately. Each teacher shall have a classroom behavior management plan in place to address these issues in a fair and consistent manner.

It is expected that all staff members follow the school wide PBIS program. This program will help instill the character traits we are teaching children and help the school be a safe and orderly environment.

The Power of Positivity

This acknowledgement is based on students earning paws for demonstrating school-wide expectations. All staff will carry Positive Paws to hand out to students who are caught following the expected behaviors. A student may not ask for a paw.

Students will submit their Positive Paws to the library and every week two students from each grade level will be selected and recognized on the morning news for their behavior. These students will receive medals to wear in recognition of their achievement. Five students from every grade level will be selected from a raffle to go to our school store the, Otter Outpost at the end of every month.

 Ocean Palms Elementary				
Offers	Classroom	Hallways	Cafeteria	Playground
P Palms Pride	<ul style="list-style-type: none"> ❖ Be prepared ❖ Be a good listener ❖ Be an active participant ❖ Always give your best effort 	<ul style="list-style-type: none"> ❖ Keep the hallways clean ❖ Be respectful of others and of the work hanging in the halls 	<ul style="list-style-type: none"> ❖ Come prepared with your lunch card / lunch box ❖ Clean up after yourself and throw away garbage 	<ul style="list-style-type: none"> ❖ Lead by example ❖ Invite others to join in
A Attitude Matters	<ul style="list-style-type: none"> ❖ Respect others ❖ Follow directions ❖ Have a growth mindset 	<ul style="list-style-type: none"> ❖ Transitions – voice level 0 ❖ Smile and be courteous to people you meet in the hallway 	<ul style="list-style-type: none"> ❖ Voice level 1 or 2 ❖ Use good table manners ❖ Say “please” and “thank you” 	<ul style="list-style-type: none"> ❖ Be a good sport ❖ Encourage others ❖ Lend a helping hand
W Wise Choices	<ul style="list-style-type: none"> ❖ Be productive ❖ Respect other people’s property ❖ Use materials appropriately ❖ Do the right thing when no one is looking 	<ul style="list-style-type: none"> ❖ Walk in the hallway ❖ Walk on the right side in a line 	<ul style="list-style-type: none"> ❖ Make healthy choices ❖ Use your time to eat wisely ❖ Follow transition expectations when you enter and exit 	<ul style="list-style-type: none"> ❖ Be a problem solver ❖ Agree on the rules before a game ❖ Do the right thing when no one is looking
S School Safety	<ul style="list-style-type: none"> ❖ Be aware of personal space ❖ Use appropriate voice levels ❖ Keep hands & feet to yourself 	<ul style="list-style-type: none"> ❖ Voice level 0 ❖ Follow transition expectations ❖ Maintain personal space 	<ul style="list-style-type: none"> ❖ Otter Up - voice level 0 ❖ Do not share food ❖ Stay seated and raise your hand for help ❖ Keep hands & feet to yourself 	<ul style="list-style-type: none"> ❖ Report injuries to an adult ❖ Use equipment appropriately ❖ Keep hands & feet to yourself ❖ Line up immediately when signaled

Everyday – Everyone – Everything Matters!

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Medication Policy

Florida Statute 1006.062 authorizes school personnel to assist students in the administration of prescription medications. Parents/Guardians are encouraged to administer medications at home prior to or after school hours. The schools **do not** keep stock medicine in the clinic.

If your child needs medication during school hours, please note the following:

- All medications (prescription and over-the-counter) must have a medication form signed by both the parent/guardian and the physician ordering the medication. **EXCEPTION:** A student at the middle and high school level may carry a non-prescription; non-emergency medication on his/her person while in school with written permission from the parent/guardian. A copy of the signed permission form must accompany the stated medication at all times.
- All medications must be received in the original container with current Rx label including student's name, dosage, frequency of administration, physician's name, and expiration date of medication (**the expiration date on the pharmacy label, not on the medication box, will be the expiration date**). Over-the-counter medications must be in the original, unopened container. **No medication will be given if presented at school in a plastic bag.**
- Medications must be brought to school by parent/guardian. Please do not send any medications with your child in their backpack. Medications **may not** be brought to school by the student.
- Medication brought to school by a student will be kept in the clinic until a parent/guardian comes to the school with the required paper work. Without the required authorization, the student will not be given the medication during school hours.
- Medications should not be transported between home and school on a daily basis. Separate containers should be kept at home and at school.
- At the end of the school year, parents are responsible for picking up their child's medication.

The St. Johns County School nurses provide a vital service for our students. If you have any questions or concerns, please do not hesitate to contact Health Services at 904-547-7693.

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