
OCEAN PALMS ELEMENTARY SCHOOL



PARENT AND STUDENT HANDBOOK 2020-2021

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. The protocols and procedures outlined in this document are subject to change based on updated or new recommendations from the local Department of Health, CDC, local health partners, or Governor's Executive orders.

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

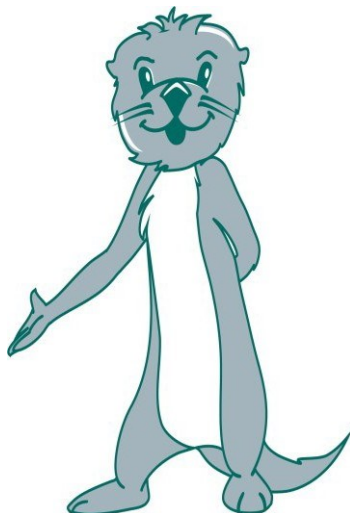


TABLE OF CONTENTS

TOPICS	PAGE
School Options	3
Safety Protocols for Brick and Mortar Learning	6
Cleaning & Sanitizing	9
Personal Protective Equipment (PPE) & Precautions	10
Arrival and Dismissal	11
Health Protocols & Attendance	17
Breakfast & Lunch	19
Recess & Resource	22
After School Events	22
Code of Conduct	23
Medication Policy	26
Academics	27
Support Services & Interventions	28

SCHOOL OPTIONS

Elementary Option 1 – School-Based Brick & Mortar (BM)

Children will go to school as normal, five days a week. Early release days will continue to occur every Wednesday. There could be a move to full-time distance learning if required by the Department of Health or Governor's Executive Order. In the event of quarantine, students will be provided an opportunity to continue learning during the quarantine period through the classroom teacher. Parents can elect to move to School-Based Distance learning at any time. This would be at least until the end of Quarter 1.

Elementary Option 2 – School-Based Distance Learning (DL)

Students remain attached to the current school while receiving instruction online. Teaching will mirror the pace and rigor of brick and mortar. Students choosing this option make a nine-week commitment.

Ocean Palms will utilize a variety of models to meet the needs of DL students based on each grade level's enrollment. This may include a cohort model where a student is assigned to a homeroom, but instruction may come from several teachers on the grade level. An individual teacher might also provide instruction. Textbooks, laptops, hotspots, and pre-ordered school supplies will be distributed to distance learners the week of August 17-21. OPE staff will contact parents via phone to schedule pick up dates and times.

School-Based Distance Learning option for Head Start and ESE Pre-K students is also available. Unfortunately, the state is not supporting distance learning for VPK students. School-Based Distance Learning for PreK will also follow the pace and rigor of the instruction occurring in the Brick and Mortar classroom setting. Students and parents are responsible to participate in multiple whole group, small group and individual activities during the academic day. Independent and family-led instruction will also be required, along with parent conferences.

For students with IEPs, goals will be addressed through direct instruction with the distance-learning teacher and additional targeted activities for parents and children to work on together. Students with IEP goals that include speech, language, occupational, or physical therapies will have the opportunity to bring them into the school building for those services.

The following instructional and learning procedures are designed for students enrolled in the School-Based Distance learning model. These procedures parallel the Brick & Mortar instructional model.

- ☐ Distance Learning will be enrolled for a nine- week commitment. Their choice may be extended for an additional nine weeks. Opting into an additional nine weeks will be contingent upon the student participating and progressing successfully.
- ☐ Upon returning to School-Based Brick and Mortar instruction, the possibility exists that the student may not remain with the School- Based Distance Learning teacher.
- ☐ Students receive instruction, complete assignments and learning is assessed through an online platform.
- ☐ Students participate remotely, not on the school campus.

- ❑ Students need a computer and access to the internet, provided on as-needed basis.
- ❑ Instruction is provided by a certified St. Johns County School District teacher.
- ❑ Lessons and assignments are organized for students to access online through Schoology. Ocean Palms Elementary will also utilize iReady, Raz Kids, and Study Island.
- ❑ A structured daily schedule has specific time designated for each class.
- ❑ Lessons include live and/or recorded instruction by the teacher daily.
- ❑ Attendance is recorded, and engagement is monitored via interaction with the teacher and completion of assignments in each class daily.
- ❑ Some elective or singleton courses may not be available.
- ❑ Students are assigned work that matches their peers in Brick and Mortar instruction.
- ❑ Students are assessed frequently to monitor progress.
- ❑ Instructional order and pace will match Brick & Mortar instruction.
- ❑ Grading is outlined in the student progression plan and can be accessed on the district's website.

Things to Consider:

Should some families choose to move to distance learning after the school year has begun, administration may have to move additional staff to assist with distance learning which may mean the displacement of students from one brick and mortar classroom to another. Students cannot be guaranteed the same distance learning teacher as their brick and mortar teacher.

Meet the Teacher and Schoology

Meet the Teacher will be held virtually this year. You will receive an email from your child's teacher no later than 5:00 p.m. on Thursday, August 27 inviting you to their virtual meet and greet on Friday, August 28. Meet the Teacher will be held via Schoology. Schoology is not just for distance learners. We strongly encourage parents to visit the district website to learn more about Schoology. <https://www.stjohns.k12.fl.us/media/edtech/schoology/schoology-for-parents/>

Schoology will be the primary platform your child's teacher will use throughout the school year to post assignments and communicate school news. Curriculum Chat/Open House will not take place this year. Student progress will be communicated through phone or virtual parent/teacher conferences.

Home Access Center for (K-5) Parents

The Home Access Center (HAC) allows student and parents to view their child's educational information via a secure, password protected website. HAC is a web-based application that is part of our Student Information system (eSchoolPlus).

HAC also provides information related to student attendance, test scores, bus/transportation, and guardian/emergency contacts. Please complete the necessary [Home Access Center User Registration](#) to set-up an account. If you have trouble creating a HAC user account please email Vicki.Morales@stjohns.k12.fl.us

SAFETY PROTOCOLS FOR BRICK & MORTAR LEARNING

Collective Responsibility

Any return to Brick & Mortar learning requires collective responsibility for every St. Johns County School District family. Failure to do such significantly compromises the health and safety of all students and staff. It is imperative, now more than ever, that families do not send their sick child to school out of convenience or medicate the child before school to reduce a fever. We all share a collective responsibility to monitor our child and do the right thing.

Department of Public Health (Florida Department of Health Guidelines – Symptoms and Self-Quarantine)

Per the most recent Florida Department of Health Guidelines - Symptoms and Self-Quarantine, any student or staff member who has a fever or other COVID-19 related symptoms may be required to be absent from school (self-quarantine) for at least 14 calendar days. Students and staff must be symptom free before returning to school or work.

Individuals within close contact (less than six feet apart for at least 15 minutes without personal protective equipment) to another person in their classroom or office who shows COVID-19 related symptoms may also be required to self-quarantine for at least 14 calendar days or negative COVID-19 test as required by the local Department of Health. Students and staff must be symptom free before returning to school or work.

Any student who is required to self-quarantine will receive work from their Brick & Mortar teacher or temporarily receive instruction from a designated Distance Learning teacher(s).

Department of Public Health (Florida Department of Health Guidelines – Contact with Person with Positive Covid-19 Test)

Per the most recent Florida Department of Health guidelines, any student or staff member who has contact with a person with a positive COVID-19 test will be required to be absent from school (self-quarantine) for at least 14 calendar days; in this situation, a negative COVID-19 test does not permit one to return to school or work. **Contact is defined as less than six feet for at least 15 minutes without personal protective equipment.**

For further information regarding Florida Department of Health protocols, please refer to the Florida Department of Health website (["If you or someone you have been in contact with Has Tested Positive for COVID-19"](#)).

Contact Tracing

Due to the requirements of FERPA and HIPAA, we cannot share information with everyone. On a case-by-case basis, we can share directly to families of students who are directly impacted as defined by who has had direct close personal contact with the student/staff member who tested positive.

Our Director of Health Services is in constant contact with the St. Johns County Department of Health and/or Florida Department of Health for up to date guidelines and protocols. The St. Johns County School District will follow these guidelines and protocols for notification and contact tracing.

Per Florida Department of Health guidelines, contact tracing will be initiated for any student or staff member who tests positive for COVID-19.

This process will include identification of and notification to any person (student or staff) who was in close contact with the person within the last 48 hours of symptoms or the positive COVID-19 test.

Contact is defined as less than six feet for at least 15 minutes without personal protective equipment.

Visitors and Volunteers

To protect our students and staff, St. Johns County School District is temporarily limiting all non-essential school visitors and volunteers to school campuses. Visitors must be on official school business (IEP and/or Rtl Meetings, etc.) by appointment to enter. Visitors and volunteers are not permitted in classrooms or the cafeteria at this time. Please be sure to register to be an approved campus visitor so that when the pandemic subsides you are able to visit our campus!

All essential visitors or volunteers will be subject to a temperature check and answering the following COVID-related screening questions:

- Do you have a fever (temperature over 100.4°F or 38°C) without having taken any fever-reducing medications?
- Do you have a loss of smell or taste?
- Do you have a cough?
- Do you have a sore throat?
- Do you have congestion or a runny nose?
- Do you have shortness of breath?
- Do you have chills?
- Do you have a headache?
- Have you experienced the new onset of any gastrointestinal symptoms such as nausea, vomiting, diarrhea, or loss of appetite in the last few days?
- Have you, or anyone you have been in close contact with, been diagnosed with COVID-19 or placed in quarantine for possible exposure to COVID-19 within the last two weeks?

Access to our School after the Pandemic

All adults must be registered volunteers to enter the school building during school hours. This district policy is for the safety of our students. Do not wait until after the pandemic to complete your Volunteer Application 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.

Emergency Drills

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

Due to COVID-19 health and safety restrictions, some of these drills may be presented virtually to students. Teachers will discuss and show students where to go in case of an emergency. At this time we are awaiting, further guidance from the Office of Safe Schools on how each of these drills will be conducted.

CLEANING AND SANITIZING

OMNI Shield

What is it? When applied to a surface or incorporated into a material, OMNI Shield forms a covalent bond with a surface (substrate) and creates a microbiostatic antimicrobial coating. The coating forms a nano-bed shield of spikes (self-assembling monolayer), each of which carry a positive charge that attracts the negatively charged bacteria. Once attached, the molecular spikes pierce the cell and rupture its membrane, causing the bacterial microorganism to die. OMNI Shield is water-based, non-toxic to humans and animals, contains no harmful chemicals or heavy metals, and is bound to the surface (substrate) meaning it cannot leach into the surrounding environment and is foggable in interior environments. OMNI Shield creates a microscopic shield on porous and non-porous surfaces to destroy bacteria on contact for up to 90 days after cleaning, even for surfaces that post treatment are immersed in water.

Where will it be applied? OMNI Shield will be applied to all frequently touched services. Frequently touched surfaces would include door handles, sink handles, playground equipment, desktops, reception countertops, tables, chairs and other surfaces as needed.

Sanitization & Safety Protocols

Prior to school occupancy, all spaces (including permanent and portable spaces) will be cleaned and sanitized. All frequently touched surfaces are to be treated with Omni Shield as outlined above. Filters will be replaced in Mechanical HVAC systems with MERV 13 or higher rating, where possible. During school occupancy, cleaning and disinfection procedures will be conducted in accordance to CDC Guidelines. As an added precaution, frequently touched surface should be cleaned periodically throughout the day utilizing disinfectants listed for use on COVID-19. Mechanical systems will be operated in accordance with ASHRE recommendations for Relative Humidity air dilution.

Hand sanitizer stations will be located strategically throughout the building in high traffic areas. Students will be provided masks as needed. Frequent visual and verbal hygiene reminders will be evident throughout. Throughout the school day, custodial staff will frequently sanitize and apply antimicrobial treatment on high contact surface areas. Additionally, classrooms, hallways, and common areas will be disinfected as needed.

Water Fountains and Water Bottles

Students are strongly encouraged to bring a water bottle daily. Water fountains will be closed in the classroom and throughout the building. Students will be able to refill their water bottles at our water bottle filling stations. Please label your child's water bottle with their first and last name.

Bus Protocol

Masks are always to be worn on the buses. Masks will be provided to the students if needed. Each St. Johns County School District parent/guardian of a St. Johns County School District school bus rider will be required to sign a bus rider protocol acknowledging the expectations for riding a bus. To increase ventilation on the bus, bus windows may be opened (weather permitting) while students are on the school bus. Staff will frequently sanitize and apply antimicrobial treatment on high contact surface areas of the bus. Between each bus route (elementary, middle and high school), St. Johns County School District staff will disinfect high-touch areas.

PERSONAL PROTECTIVE EQUIPMENT (PPE) & PRECAUTIONS

Face Coverings

Staff and students are required to wear face coverings at arrival, on school buses, dismissal, transitions, bathrooms and when they cannot socially distance. This may mean students will need to wear a mask inside the classroom. Masks, gaiters, face shields, and hats with face shields are accepted face coverings. Ocean Palms will provide a child with a cloth mask if needed. Disposable facemasks will also be available. Students with disabilities or medical conditions that prevent any type of face covering will be addressed on a case-by-case basis.

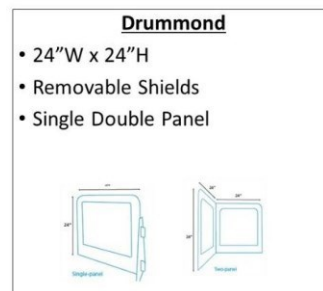
Classroom

Each classroom will receive cleaning spray, dry wipes, gloves, hand sanitizer, and a face shield will be provided for the teacher. Each teacher will have his/her own non-contact infrared thermometer for taking students' temperatures upon arrival. Students will be encouraged to have their own supplies. There will not be a "community" basket of items. Manipulatives and other classroom items will be wiped down frequently and/or be individualized for students.

Desk Shields

Desk Shields will be provided in every classroom. This will allow students to remove their masks while in the classroom as long as they are behind a desk shield and/or able to socially distance. Once students leave their desks, and cannot socially distance, students will be required to wear their masks. This may be at small groups, group activities or partner work.

Desk Shields



Social Distancing

In addition to social distancing and physical barriers in classes, other important safety measures include temperature checks prior to instruction beginning, frequent hand washing, and hand sanitizing products in classrooms. Personal protective equipment has been distributed to every school in our district and will be provided for each employee (see list below).

- Non-Contact Infrared Thermometers with Batteries – All Classrooms
- Desk Shields – (18-22 double and 6 Single pane) for all secondary classrooms
- Desk Shields – (Double and Single pane) for all secondary teachers' desks
- Cloth Face Mask for Faculty – Multiple masks for all Faculty and Staff
- Cloth Face Masks for 6-12 S – Single Mask for each student
- Disposable Face Masks – 500 for each school
- Face Shields – All Teachers and Support Personnel (ie. SLP, PT, OT) and Classroom Paras
- Cleaning Spray – All Classrooms
- Dry Wipes – All Classrooms
- Gloves – All Classrooms
- Hand Sanitizer – 1 Gallon Container with Pump for each Classroom
- Mobile hand Sanitizer Stations – Outside of entrances and cafeteria entrances
- Clinic Kits and Safety Screens – For the nurse's clinic
- Safety Signage – (floor, wall, mirror, and free-standing signs)
- OMNI-Shield Solution and Spray



ARRIVAL AND DISMISSAL

Arrival Procedures

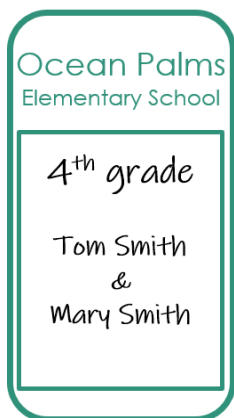
All students will receive a luggage tag for their backpacks that designates their mode of arrival and dismissal. For identification purposes, while students are wearing masks, the tag will assist in our transition protocols.

Students who arrive at school before 8:05 a.m. must be enrolled in the Ocean Palms before-care program. School supervision of students begins at 8:05 a.m. when parents and guardians may drop off students in the car line. Please ensure your children exits the vehicle on the right (sidewalk) side of the vehicle. Students will report directly to their classroom.

PreK and ESE students utilizing the car line shall be dropped off at the front of the car line starting at 8:05. Please remain in the line and pull forward until you reach the front of the PPU line, remain in your vehicle. **Please place your child's car seat on the passenger side of your vehicle. Ensure that you have your Parent Pick-Up (PPU) tag hanging from your rear-view mirror. Staff members will be looking for your PPU tag to know which vehicles have students who require assistance.** PreK and ESE students will be met by staff members and escorted to the classroom.

The teacher will conduct a temperature check as students enter the classroom. Students with a temperature below 100.4° Fahrenheit will be permitted to stay in school. Students arriving after 8:25 a.m. must be escorted to the front doors of 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.**

Car Tags Required



All parents will be given car tags that are to be displayed during Parent Pick-Up (PPU). Please hang or place the tag where it can be easily seen from a distance. We ask that you print the grade level (of the youngest student if siblings) at the top and the student name(s) underneath. Please see the example below. Older siblings will wait with younger siblings in the younger sibling's grade level area during dismissal. **For safety, students may only enter the car on the passenger side of the vehicle.**

Kindergarten Staggered Start

All SJCSD schools have kindergarten students participate in staggered start from August 31st to September 3rd. **Staggered start means kindergarten students attend only 1 day during the first four days of school. This allows teachers to get to know children and teach them procedures and routines in a small group, allowing for more individualized attention.** Students will be assigned a staggered start day on or before our Virtual Meet the Teacher Friday, August 28th.

During staggered start Kindergarten, teachers will be stationed at our car line starting at 8:45 a.m. We are asking kindergarten parents to drop off their student between (8:45-9:00) to their classroom teacher. At 9:00 a.m. after temperature checks, the teacher will escort the small group of students into the building and take them on a campus tour.

Parents are welcome to park and escort their student to their teacher or drop off their child in our car line. Please remember to wear a face covering if you park and escort your child to their teacher. Due to COVID-19 health and safety restrictions, parents will not be able to escort their students to class this year. There will be staff members stationed throughout the building to assist students during arrival and dismissal. **On Friday, September 4th, all kindergarten students will report to school during our regular arrival times.**

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. [OPE Dismissal Change Form](#)

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 <https://www-ope.stjohns.k12.fl.us/extendedday/> for more information or call Kim LaMondie at 547-4150. **Our Extended Day program will follow the same guidelines and procedures as established by the regular school day at Ocean Palms Elementary.**

(K-5) Dismissal 2:45/1:45 Wednesdays

(K-5) parents are asked to remain behind the cones in the car line until the PreK PPU dismissal is complete. (K-5) students utilizing the Parent Pick-Up (PPU) line will be picked up starting at 2:45. The passenger back door of your vehicle will be opened for your child. Please remain in your vehicle.

PreK Dismissal 2:30/1:30 Wednesdays

PreK students utilizing the Parent Pick-Up (PPU) line will be picked-up at the front of the line starting at 2:30. Students will be waiting with teachers and paraprofessionals. Please remain in your vehicle. A staff member will assist your child into their car seat. After your child has entered the vehicle and the door is closed, please pull into a parking space if you need to adjust the car seat straps or seatbelt. **PreK parents arriving late, we ask that you do not skip to the front of the car line once K-5 dismissal has started.**

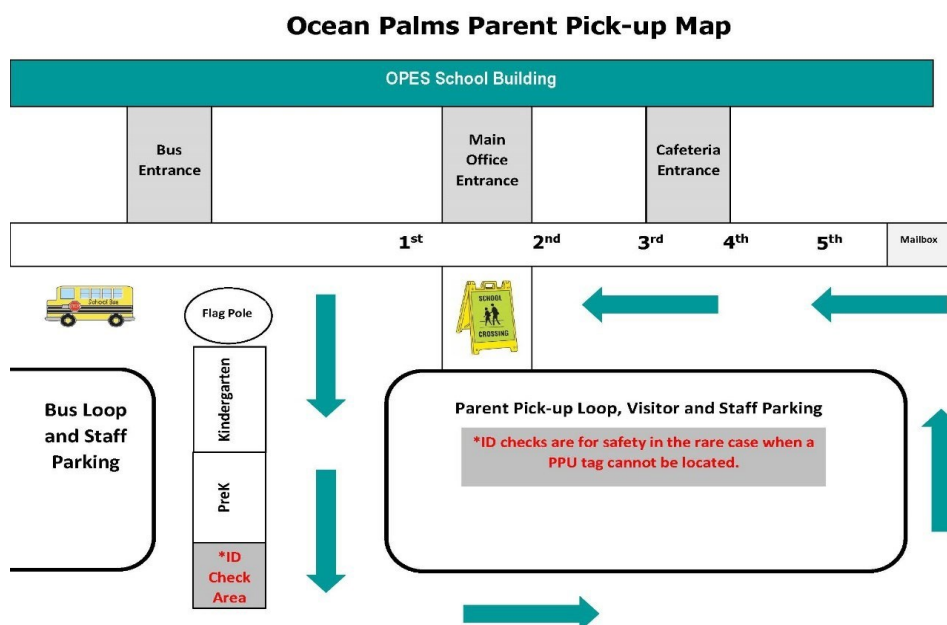
PreK students with older siblings will wait inside the building until their sibling is dismissed at 2:45. Older siblings will join PreK students in their designated pick up area. Ensure that you have your Parent Pick-Up tag hanging from your rear-view mirror.

All Car Rider Traffic

When entering and leaving the parking lot at Ocean Palms please be aware of oncoming traffic and pedestrians. If you are arriving to pick-up a student from the PreK area or the front office and the line is backed-up, we ask that you adhere to department of transportation traffic laws and wait in the line until it is safe to use the entrance correctly. Do not use the exit, with oncoming traffic, as an entrance.

Reminder & Thank you!

There is a common courtesy practice to take turns entering the parent pick-up/car rider lot from the east and west line of traffic on Landrum Lane. Thank you for taking turns, but please remember to look for oncoming traffic before turning.



Biker/Walker Gate



All biker/walkers shall complete a biker/walker roster request and a biker/walker pass if you wish for your child to bike or walk home alone. These forms are located on our webpage <http://www.ope.stjohns.k12.fl.us/> and must be submitted to the front office.

ARRIVAL (8:05-8:25)

- Biker/Walker students may enter the new biker/walker gate, located on the east field, near the outdoor classroom at 8:05 when the gate is unlocked.
- For safety, only students will be permitted beyond the gate.
- Students can utilize the sidewalk, bikers can visit the bike rack, and enter the double doors at the end of the kindergarten hallway/community garden.

DISMISSAL (2:45-3:05)

- An authorized adult must be at the gate to receive the student(s).
- Please remember that in the event of thunder and/or lightning at dismissal, biker/walker students will NOT be released to walk home and will be held at school for pick up in the Parent Pick-Up line by an authorized adult. On those days, please remember to hang your Parent Pick-Up tag on the rear-view mirror of your vehicle.
- Biker/Walkers will exit through the double doors at the end of the 200 hallway, near the school community garden.
- Bikers will visit the bike rack to get their bikes, put on their helmets, and proceed to the gate just past the outdoor classroom where they will be checked out.

Bus Regulations

Students are given the privilege of using the services of the St. Johns County School District (SJCSD) 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.

Kindergarteners on the Bus



School bus operators are directed to only discharge kindergarteners at a bus stop when the parent/guardian is physically present at the student door of the school bus to receive the student. If a school bus operator does not see the parent/guardian at the student door of the bus, they are instructed to keep the kindergartener aboard the bus and contact dispatch by radio. If a parent or guardian requires a kindergartener to get off a bus with an older sibling or to be met at the student door of the bus by anyone other than the parent/guardian, an approved provisional transportation waiver is required from Transportation.

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 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.

Applying for a Waiver

- ☐ Only the Transportation Department may approve waivers.
- ☐ Parents/guardians may apply for waivers.
- ☐ Waiver applications are available at the PTWP tab at www.stjohns.k12.fl.us/transportation. The application is also posted on the main school district web site under the Provisional Transportation Waiver link on the left-hand side.

Emergency Waivers

- ☐ Emergency waivers are temporary and conditional, valid for up to two (2) school days pending formal application for the waiver by parents/guardians or principals.
- ☐ Transportation will expedite emergency waivers within one (1) school day once an application is received from parents/guardians or principals.

Exceptional Student Education (ESE) School Buses

- ☐ Provisional Transportation Waivers are not permitted for siblings to ride ESE buses.
- Eligibility for ridership of ESE buses: School based IEP Team approved IEP supporting specialized transportation services in accordance with the state's five (5) criteria
School based approved 504 Plan requiring specialized transportation services in accordance with state's five (5) criteria

Communications

- ☐ Applicants will receive immediate email confirmations when applications are electronically received by the Transportation Department.
- ☐ The Transportation Department will inform applicants by email regarding waiver decisions.
- ☐ The Transportation Department will inform applicable school principals regarding approved or suspended waivers.

Criteria

- ☐ Parents/guardians must substantiate extenuating circumstances for the student, parent/guardian, and/or family.
- ☐ Parents/guardians must submit applications with all fields completed to include a thorough explanation of need for the service. Transportation will reject incomplete applications.
- ☐ Bus and/or buses must have space availability for the student.
- ☐ Student riders must utilize existing buses, routes, stops, and schedules only.
- ☐ Student riders may not transfer from bus to bus.
- ☐ Waivers are approved for the period requested not to exceed the school year.
- ☐ Waivers are applicable only for the approved student, buses, routes, schedules, and stops.
- ☐ "Bus passes" are not authorized for use on district school buses at any time.
- ☐ Waivers are not permitted to overcome changes in a student's eligibility for transportation services (newly established walk zone to the school, etc.)

Approval Process

- ☐ Waiver applications are reviewed and approved/disapproved by the Transportation Routing Specialist on space availability and appropriate criteria.

Student Accountability

- ☐ The Transportation Department will register students with approved waivers as eligible riders for buses in Bus Planner (routing system) to ensure accountability of students and effective communications with parents/guardians.
- ☐ Parents/guardians are encouraged to opt in to School Messenger alerts by text in order to receive timely updates regarding transportation matters.
- ☐ From a mobile device, Text "Yes" to 67587. You will receive a response text message stating, "You're registered 4 School Messenger notifications".

HEALTH PROTOCOLS & ATTENDANCE

All families are requested to check the temperature of their child each day prior to leaving their home for school. St. Johns County School District will check the temperature of each student every day. A teacher or staff member should check the student's temperature upon entering class the first period of the day.

Students with a temperature below 100.4° Fahrenheit will be permitted to stay in school; any student with a temperature at or above 100.4° Fahrenheit will be referred to the front office and/or nurse based on health and safety protocol. Parent/guardian will be responsible for picking their student up. The student will wait in an isolation space at their school until the parent/guardian picks the student up.

Student Becomes Sick on Campus

Students who become sick on campus will be escorted from the classroom by an adult to the nurse. The student will wait in an isolation space at their school. A school nurse will conduct a health assessment of the student. The school nurse and/or staff member will contact the parent/guardian for picking up the student. The school nurse and/or staff member will provide the parent/ guardian next step protocols

The school nurse and/or staff member will follow safety and health protocol by reporting all incidences to the St. Johns County Department of Health to initiate contact tracing. Contact tracing is a function of the St. Johns County Health Department with help and support of the St. Johns County School District. ***Please see Contact Tracing Protocol for additional information.**

Return to School Verification

Per Florida Department of Health guidelines, any student or staff member who has a fever or other COVID-19 related symptoms may be required to be absent from school (self-quarantine) for at least 14 calendar days (from the onset of symptoms).

Students and staff must be symptom-free before returning to school or work. Any student who is required to self- quarantine will continue school with make-up work from their homeroom teacher or they will temporarily join a distance learning class. This will be addressed on a case-by-case basis.

Attendance

The importance of regular attendance cannot be over emphasized. However, the health and safety of our students and staff is our number one priority. Please do not send your child to school if they do not meet the following COVID-related screening questions:

- ☐ Do you have a fever (temperature over 100.4°F or 38°C) without having taken any fever- reducing medications?
- ☐ Do you have a loss of smell or taste?
- ☐ Do you have a cough?
- ☐ Do you have a sore throat?
- ☐ Do you have congestion or a runny nose?
- ☐ Do you have shortness of breath?
- ☐ Do you have chills?
- ☐ Do you have a headache?
- ☐ Have you experienced the new onset of any gastrointestinal symptoms such as nausea, vomiting, diarrhea, or loss of appetite in the last few days?
- ☐ Have you, or anyone you have been in close contact with, been diagnosed with COVID-19 or placed in quarantine for possible exposure to COVID-19 within the last two weeks?

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 schoolwork your child has missed.

Early check out: 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 quarantine, 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.

Tardiness: School begins at 8:25 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 doors of the school. Students will have their temperature checked and receive an admittance slip, before reporting class. Students who need assistance will be escorted to their classrooms.

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 2:45 p.m. every day except, Wednesday. On Wednesdays, students are dismissed at 1:45 p.m. **Remember: driver's license or state issued identification card is required.**

BREAKFAST AND LUNCH

Breakfast

Students will report directly to their classroom in the morning after arriving on campus. After the student has their temperature checked, they will report to the cafeteria to pick up their breakfast and return to class. Students eating breakfast will have a designated area in the classroom. PreK students will eat breakfast and lunch in their classrooms.

Lunch

Masks must be worn in the cafeteria unless students are seated at their table and eating. We are utilizing the cafeteria, kitchen resource room, and stage in order to spread out cafeteria tables. Students will eat lunch in one of the three designated areas with their classroom cohort. Classes will be distanced from other cohorts and students will have assigned seats at lunch. There will be a 6-foot distancing between students in the cafeteria line. Students will wash their hands and/or use hand sanitizer before and after lunch daily. PreK students will eat breakfast and lunch in their classrooms.

Birthday, Party Treats, and Snacks

Due to COVID-19 health and safety restrictions, birthday treats, outside food to be shared in the classroom, and party favors will be prohibited. Students will be permitted to eat snacks they bring from home at their designated snack time.

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. We also discourage students from sharing food because of food allergies.

Cafeteria Prices/Payment

Lunch menus are available at <https://www.stjohns.k12.fl.us/food/guide/> The St. Johns County School Board approved the following prices for meals for the 2020-21 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, Ms. Trish Williams.

Lunch Payments

The Food and Nutrition Services Department will no longer be using SchoolPay for prepayments of breakfast/lunch and have switched back to PayPAMS. Parents/Guardians will need to create a new account, even if you used PayPAMS in the past. Previous accounts are no longer valid [PayPAMS Flyer \(English\)](#).



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, Ms. Trish Williams at 547-3771 for a refund.

Pre-pay School Meals at www.paypams.com or using the PayPams Mobile App



Pay Now



Account Balance



Automatic Payments



Email Notifications



Add/Remove Students



Payment History



Cafeteria Purchases

CURRENT USERS TIPS FOR THE BEGINNING OF THE SCHOOL YEAR

Login to the site at least one week before the beginning of the school year. Check that your credit/debit card on file has not expired, your email address is updated, and that your automatic payment plan's stop date has not expired.

Forgot Password: If you previously registered with PayPAMS but forgot your password, go to PayPAMS.com, click 'Login' then click on the 'Forgot Password' link. If you were unable to retrieve your password through the 'Forgot Password' link, contact customer support from the 'Contact Us' page. Do not register again. Note: passwords are case sensitive.

Balance Transfer from Year to Year: Any remaining student meal account balance will automatically transfer to the next school year.

Important note: If your child moved from one school to another within the same school district, it may take a day or two from the beginning of the school year to transfer the remaining balance from the old school to the new school. During that time period, the balance on PayPAMS may show as \$0.00. If you are not sure if your child's account had a remaining balance from the previous school year, we recommend you make a payment.

Refunds: PayPAMS processes refunds only for the exact payment amount. If the student has already used some of the money, or has graduated, please contact the school district.

Moved to a different school district: If you moved to a different school district, you can keep the same username and password information. Login to your account, go to 'Contact Us' and select subject 'Moved from District'. Do not register again. Note: PayPAMS cannot transfer money from one school district to another. Contact your previous school district for refunds.



NEW USERS SIGN UP NOW

1. Go to PayPAMS.com and click on the 'Sign Up Now!' button on the home page.
2. Select **your state**, then select your **school district**.
3. Create a **username and password** and enter your contact information.
4. Add **children** to your account.
5. Make **payments or set up automatic payments** based on low balance.

HELPFUL TIPS WHEN REGISTERING

1. **Username:** Create a unique username. If the system indicates that the username is taken, select a different username.
2. **Duplicate Accounts:** If the system indicates that an account already exists with the same phone number or email address, contact customer support from the 'Contact Us' page.
3. **Meal Account Balance and Cafeteria Purchases:** It takes 1-2 school days before balances and cafeteria purchases information for new registrants can be displayed. However, you can make payments immediately upon registration. If you cannot view balances two days after you added the student to the account, contact customer support from the 'Contact Us' page.



Helpful Tips for using www.paypams.com

PAYMENTS

- 1. Posting Payments:** It takes one to two school days for a payment to replenish your child's account at the school cafeteria. Your balance on PayPAMS website will reflect your recent payment only after the school cafeteria confirms receipt of payment.
- 2. Payment Confirmation:** When a payment is processed, a confirmation number will be displayed and an email will be sent verifying that the payment was processed. If a confirmation number is not displayed, the payment was not processed.
- 3. Declined Payments:** If your payment is declined, verify that all billing information is correct. If all information is correct and payment is still declined, contact the issuing credit card company for further information. Reasons a card can be declined: insufficient credit/funds in account, incorrect billing information entered, closed credit card account, or credit card expiration date.
- 4. Payments for the same student from two separate accounts:** To prevent duplicate accounts, PayPAMS allows associating a student to only one account. If both parents/guardians cannot share the same username and password, contact customer support from the 'Contact Us' page.
- 5. Convenience Fees:** Depending upon the school district, a nominal convenience fee may be charged to cover the cost of processing payments and maintaining the website. To check if your school district charges a convenience fee, please click '**Sign Up Now!**' on the PayPAMS homepage, then select your state and school district.
- 6. Credit Card Types:** PayPAMS accepts both credit and debit cards. When registering, please check which cards your district accepts.
- 7. Credit Card / Bank Statement:** PayPAMS payments will show up on your credit card/bank statement as payments to 'PayPAMS.com', or 'PAMS->your school district> CO'
- 8. Payments at the School Cafeteria:** For questions regarding cash or check payments submitted directly at the school cafeteria, please contact the school cafeteria directly. Do not contact PayPAMS.

LOW BALANCE EMAIL NOTIFICATIONS

- 1. Email Notifications:** To make sure emails from PayPAMS are not blocked, add customerservice@paypams.com to your address book and safe list.
- 2. Change of Email address:** If you change your email address be sure to update your user profile on PayPAMS.

LOW BALANCE AUTOMATIC PAYMENTS

- 1. Low Balance Automatic Payments Trigger:** PayPAMS recommends triggering automatic payments when the student meal account balance falls below \$12.00. Having a lower 'minimum balance' when setting up Automatic Payments may not allow enough time to replenish your child's account.
- 2. Automatic Payment Confirmation:** If you sign up for Automatic Payments, you will receive an email confirmation of the payment, including current balance.
- 3. Declined Automatic Payment:** Your automatic payment will not be processed if the card was updated, declined, expired, or if the 'Stop Date' that was set initially has passed.

CAFETERIA PURCHASES

While PAMS displays cafeteria purchases, we do not regulate what the children are purchasing or eating. For questions regarding purchases at the cafeteria, contact the school cafeteria directly. Student Activity is only displayed from the day the student was added to PAMS. Data is available for 90 days.

COMO REGISTRARSE

1. En PayPAMS.com haga clic el botón de '¡Inscríbete Ahora!' en la Página de Inicio.
2. Seleccione su estado y distrito escolar
3. Cree un Usuario y contraseña e introduzca su información de contacto
4. Añadir niños a su cuenta

¿PREGUNTAS?

Haga clic en '**Help**' en la página inicial de PayPAMS.com

NEED ASSISTANCE?

Please visit
PayPAMS.com and
click 'Help' to navigate
to PayPAMS Help Center!



KEEP THIS FOR REFERENCE

USERNAME _____

PASSWORD _____

Dear Parents

(of elementary school aged kids)

When your kids come to school we will have to help them open LOTS of the things you pack for lunch.

PLEASE HAVE THEM PRACTICE OPENING THINGS BY THEMSELVES.

These are EASIER to open. If I help them open it, I won't be putting my hands on parts that will go in their mouth.



These are HARDER to open. If you send these PLEASE have them PRACTICE opening it. If I help them open it, I will be putting my hands on parts that will go in their mouth.



If your kiddo can open everything in their lunch, it means less time waiting with their hand up, more time eating and less germs!! (even though we are washing our hands and disinfecting)

RECESS AND RESOURCE

Recess and Teacher Led P.E.

Elementary students will attend recess and participate in Teacher Led PE. Recommended use of PPE, social distancing, and cleaning will be followed. During transition to and from designated areas, PPE and health and safety protocols apply. During physical activities, masks do not need to be worn. Classes will be designated one zone daily.

Resource Classes

(K-5) Students will transition to attend Resource classes. PreK students will receive instruction in their classrooms. Recommended use of PPE, social distancing, and cleaning will be followed. During physical activities, masks do not need to be worn. Students will have assigned seats. We will limit the use of common supplies. When supplies are shared, appropriate sanitation measures will be taken.

AFTER SCHOOL EVENTS

PTO/SAC Events and Meetings

Until further notice, all PTO/SAC meetings will take place virtually until volunteers are allowed into the building.

After-School Clubs & Enrichments

At this time, after school clubs and enrichments will follow all health and safety protocols. A comprehensive list of offerings will be forthcoming. The availability of offering these clubs and enrichments are subject to change based upon updated or new recommendations from local Department of Health, CDC, local health partners, or governor's executive orders.

Student Ambassadors

Fifth grade Student Ambassadors will continue this year. Teacher sponsors will host small group meetings to work on community service projects throughout the school year. More information regarding meetings and projects will be forthcoming. All after school meetings will follow safety/temperature protocols.

CODE OF CONDUCT

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 during 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.

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, wheelies, 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 - <https://www.stjohns.k12.fl.us/schoolservices/conduct/>

All Students

- Students are required to wear face coverings at arrival, on school buses, dismissal, transitions, bathrooms and when they cannot socially distance. This may mean students will need to wear mask inside the classroom. Masks, gaiters, face shields, and hats with face shields are accepted face coverings. Ocean Palms will provide a child with a cloth mask if needed. Disposable facemasks will also be available. Students with disabilities or medical conditions that prevent any type of face covering will be addressed on a case-by-case basis.
- 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. 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.

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 observed following the expected behaviors. A student may not ask for a paw. Students will submit their Positive Paws to the library. Every week students from each grade level will be selected and recognized on the morning news for their behavior. These students will receive SWAG tags to wear in recognition of their achievement. Six students from every grade level will be selected from a drawing 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

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.

ACADEMICS

Instructional Continuity Plan

The SJCSD created an instructional continuity plan for all teachers to follow in the district curriculum maps, but are expected to adjust pacing in response to student learning. Embedded within the maps are the standards that were covered in the fourth quarter of the previous grade. Standards have been identified as being GAP Standards, need explicit instruction, and BLENDED Standards, blended with grade-level standard. This will help to ensure the best continuum of learning at Ocean Palms Elementary. Please visit the SJCSD “Families Page” for the Year-At-A-Glance documents for each grade and class:
<https://www.stjohns.k12.fl.us/year-at-a-glance/>

Grading

Both the distance-learning teachers and brick and mortar teachers will continue to work in their Professional Learning Communities to have common assessments. Teachers will follow the pacing guides established in the district curriculum maps to assess students. Grades for all students are located within Home Access Center. For more information on HAC, please go to <https://www.stjohns.k12.fl.us/hac/>. HAC provides parents or guardians and students with access to view the student's report card.

(K-2) Report Card Performance Marks		
Mark	Description	Percentage Represented
M	Meeting Standards	80-100
P	Progress Towards Standards	79-70
I	Improvement Needed	69-0

(3-5) Report Card Grades	
Grade	Percentage Represented
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

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.

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.

Testing

Elementary students will be taking the fall iReady Diagnostic. This assessment helps our teachers to identify students' needs. Both brick and mortar and distance learning students will take this diagnostic. More information about state assessments will be released later in the year.

SUPPORT SERVICES & INTERVENTIONS

EXCEPTIONAL STUDENT EDUCATION – ESE

Exceptional Education and Student Services (ESE) will provide specially designed instruction and related services to the extent practicable. Computer-based learning will be the foundation for our students in the School-Based Distance learning model. The instructional and learning model may include work packets sent home and video or phone conferences with teachers and service providers to provide instruction and answer questions.

Required evaluations, re-evaluations, IEP meetings, etc. will also be held virtually to the extent practicable. If there is any type of delay, a plan to move as quickly as possible to prevent further delay will be documented and communicated with families. Individualized Education Program (IEP) teams will monitor each student's progress and determine what, if any, remediation may be needed.

- All ESE students will follow the same reopening plan as their peers without disabilities.
- ESE support services (OT, PT, Speech/Language, DHH, VI, MHC, and Behavior Specialist/Technicians) will provide services as dictated by the students' IEPs.
- ESE groups will consist of students from different cohorts. ESE teachers will be sanitizing and cleaning after each group and will ensure proper safety protocols and social distancing in the classroom.
- Least Restrictive Environments would continue as dictated by the students' IEPs.
- Students participating in school-based distance learning may choose to receive ESE services at Ocean Palms Elementary. These therapies include (speech, language, OT, or PT) or specially designed instruction or related services provided by an ESE teacher.

- Students will attend on the schedule they would have attended had they chosen brick and mortar full-time.
- All accommodations will be followed as written in the IEP.
- ESE Case Managers will call families who may have a change based on distance learning or changes in schedule at the brick and mortar. Any changes in the way ESE services or related services in a student's IEP or EP are provided due to school-based distance learning or cohort requirements should be discussed in advance with the parent and recorded on the *Individualized Continuity of ESE Services Plan*.
- Completion of the *Individualized Continuity of ESE Services Plan* does not require an IEP/EP meeting. The district is not recommending a change to the IEP/EP, we are simply documenting how these services will be provided in the event distance- learning or changes due to cohort requirements are necessary
- An IEP/EP meeting can take place to discuss the plan if needed.

Interventions and Progress Monitoring

- Response to Intervention (RTI) will be in place. Response to Intervention teams will continue to meet to review plans and student progress.
- Response to Intervention plans will continue to be in place for all students currently supported through the RTI process. Plans will be reviewed and modified as needed to accommodate the School-Based Distance learning model.
- School- Based Distance Learning intervention time allocations will vary from the traditional School-Based Brick & Mortar instruction model.
 - Students in Tier 1 interventions receive similar support in the School-Based Distance Learning Model as the Brick & Mortar model.
 - Students in Tier 2 interventions receive Tier 1 interventions and increasingly intensive instruction matched to their needs.
 - Students in Tier 3 interventions receive Tier 1 and Tier 2 interventions and receive individualized, intensive interventions that target the students' skill deficits.

Students who do not achieve the desired level of progress in response to these targeted interventions are then referred for a comprehensive evaluation and considered for eligibility for special education services under the Individuals with Disabilities Education Improvement Act of 2004. (RTI Action Network, July 8, 2020)

- The computer based iReady instructional and learning platform may be an appropriate intervention to use during School- Based Distance Learning.
- Teachers and/or support staff will collect, analyze, and apply progress-monitoring data.

- Progress monitoring data will be collected to determine adjustments for intensifying interventions or referral for special education services. Any adaptations to in-place interventions will be considered only if in the best interest of the student.
- Progress monitoring data collected by teachers and/or support staff will be recorded and graphed. Specific notation in the student RTI plan will indicate which interventions and progress data were completed during the School-Based Distance learning model.
- Some student plans will exist where the district is unable to meet the 60-day initial or 90- day evaluation timeline due the inability to facility face-to-face assessments.
- A parent/guardian should receive an information letter outlining the need for an extension of any timelines. The RTI timeline extension letter is available to all teachers and/ or support staff at the district and school.
- Parent/guardian will receive the timeline extension letter from the teacher and/or support staff member designated as the primary evaluator.
- A Parent/guardian having a student whose plan required an evaluation during the COVID-19 closure period of March 13, 2020 and May 27, 2020 (end of school 2019-2020 year) will receive a copy of the timeline extension letter. Parent/ guardian having a student whose plan required an evaluation during this period may receive letters during the Fall Semester.