
OCEAN PALMS ELEMENTARY SCHOOL



PARENT AND STUDENT HANDBOOK 2021-2022

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

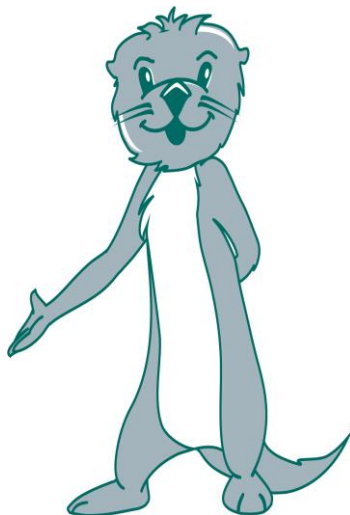


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COVID-19 PROTOCOLS

***All COVID-19 Protocols are subject to change throughout the school year.**

Face Coverings

Face coverings are recommended, but optional this school year. Face coverings shall be provided by parents who wish for their child to wear them throughout the school day. We do not encourage anyone to wear a face covering during physical activity. Please notify your child's teacher if you wish to have your child wear a face covering during physical activity such as P.E. and recess.

Sanitization & Safety Protocols

All St. Johns County schools will continue our enhanced sanitation practices in our facilities to ensure we have clean and healthy schools. Throughout the school day, custodial staff will frequently sanitize high contact surface areas. Hand sanitizer stations are placed throughout the building in high traffic areas. Frequent visual and verbal hygiene reminders will be evident throughout the school day. Filters have been replaced in Mechanical HVAC systems with MERV 13 or higher rating, where possible.

Water Fountains and Water Bottles

Students are strongly encouraged to bring a water bottle daily. Water fountains in the classroom will be used to fill water bottles. The water fountains in the main hallways will be closed, but students may refill their water bottles at our water bottle filling stations located next to the water fountains. **Please label your child's water bottle with their first and last name.**

Contact Tracing for Visitors

All visitors are subject to contact tracing and quarantine guidelines set by the Department of Public Health. The Department of Public Health will contact anyone who must quarantine. The school will send home a notification letter if anyone on your child's grade level tests positive. An example of the letter is provided on page 6. Due to the requirements of FERPA and HIPAA, we cannot share any additional or identifiable information.

Seating charts for students and adults will be maintained throughout the school year for close contact tracing.

Due to Covid-19, the school district is prohibiting volunteers from eating in the cafeteria. When this protocol changes, we will allow a parent to eat with their child in a separate area.

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

Per the Florida Department of Health Guidelines - Symptoms and Self-Quarantine, anyone who has a fever or other COVID-19 related symptoms may be required to be absent from school (self-quarantine) for at least 10 calendar days. Anyone entering our campus must be symptom free. Individuals within close contact (less than six feet apart for at least 15 minutes) to another person who shows COVID-19 related symptoms may also be required to self-quarantine for at least 10 calendar days or have a negative COVID-19 test as required by the local Department of Health. **Any student who is required to self-quarantine will receive a hard copy of the work they miss and given adequate time to make up their work.**

SJCSD - Student Health Screening Entry Form

Parents - Please assess your child daily for the following symptoms and answer the contact questions. Please keep your child home if they are symptomatic.

- Fever of 100.4 or higher
- Uncontrolled cough
- Shortness of breath or difficulty breathing
- Sore throat
- Loss of sense of smell or taste
- Muscle aches
- Vomiting or diarrhea
- Is your child currently awaiting COVID-19 test results?
- Does your child live in the same household with someone positive for COVID-19?
- Has your child had close contact with someone who in the past 14 days who tested positive for COVID-19?

Next steps:

- Contact your physician or local Department of Health with information regarding your child's symptoms.
- Your child must be evaluated by a healthcare provider and must present a clearance note to return to school.
- Per CDC and AAP guidelines, if your child is not medically evaluated, he/she must remain at home for at least 10 days from the first day symptoms appeared and 24 hours fever free without fever-reducing medications and improvement of symptoms.
- If you decide to not have your child medically evaluated and choose to keep him/her home for the 10 day recommendation, you must send a written note stating such with your child upon their return to school.
- **For any additional questions about your child's care contact Department of Health, St. Johns at (904) 506-6081 option 8, press 1.**

Principal: Tiffany Cantwell
Assistant Principal: Lisa Brubaker



355 Landrum Lane
Ponte Vedra Beach, FL 32082
Phone: (904) 547-3760
Fax: (904) 547-3775

Dear Parent/Guardian:

Notification was provided that someone in your child's grade tested positive for COVID-19. Due to the sensitivity of this topic, the Health Information Portability Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA), we cannot disclose individual personally identifiable information.

Any student having close personal contact to the individual who tested positive for COVID-19, will be notified directly by the Florida Department of Health with guidance and recommendations. The public health evaluation of close contacts to individuals with COVID-19 may vary depending on the exposure setting.

If you have not been contacted directly by the Department of Health, your child was not determined to be in close personal contact (within 6 feet for 15 minutes or more). To minimize risk of exposure in the school setting, we are continuing to focus on everyday best practices for infection control, as well as increased disinfection and sanitization.

We appreciate your continued support through this unprecedented time. If you have questions please contact our school nurse, Kathleen MacGilvray at 547-3766 or me directly at 547-3762.

Sincerely,
Tiffany Cantwell
Principal

SCHOOL ACCESS

Access to our School

All adults must be registered volunteers to enter the building during school hours. This district policy is for the safety of our students and staff. 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 trips, eat lunch with their child, 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. The approval process may take two to six weeks to complete. **Exceptions will not be made for visiting friends and relatives for any reason.**

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 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. **Front Office 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. Please visit <https://www.stjohns.k12.fl.us/schoolmessenger/> if you wish to opt out of this system.

Home Access Center for (K-5) Parents

The Home Access Center (HAC) allows 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.



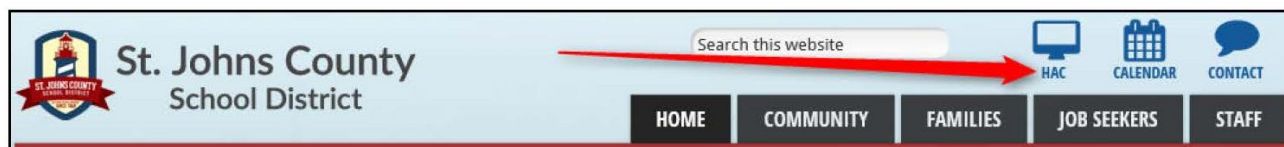
St. Johns County School District

Parents: New Home Access Center Account "HAC"

Last Modified 5/31/2018

To register for a Home Access Center Account, "HAC", please follow the below instructions. Please note, only the **Parent or Legal Guardian** of the student can register for a HAC account and the student must be in compliance with Immunizations and Registration requirements as per District Policy. Only one account is needed per family.

Navigate to the St. Johns County School District website at <http://www.stjohns.k12.fl.us/>. Across the top of the homepage, you will see the HAC Icon. Click to enter HAC.



On this page you will find an overview of the Home Access Center, FAQ's and the log in prompt. To login, click the blue "Login to Home Access Center" box.



If you already have an account, you can log in using your user name and password. If you need to register for a HAC account, "Click here to register for HAC".



Fill in all fields completely:

First Name and Last Name: Enter the information that was given at the time of your child's registration. If your first name is Elizabeth and you wrote down "Liz", use "Liz".

City: Be sure to completely spell out the City such as "Saint Augustine", "Saint Johns", "Hastings", etc. (Do not abbreviate)

Zip Code: Use the 5 digit Zip code for your home address

After entering the above information, select the "Register" button

Once your account has been located, please create a user name. It is recommended that you **use your current email address as your user name**. Next, create challenge questions and answers, finally click "finish". Your account is now ready for use.

SAFETY PROTOCOLS

Emergency Drills

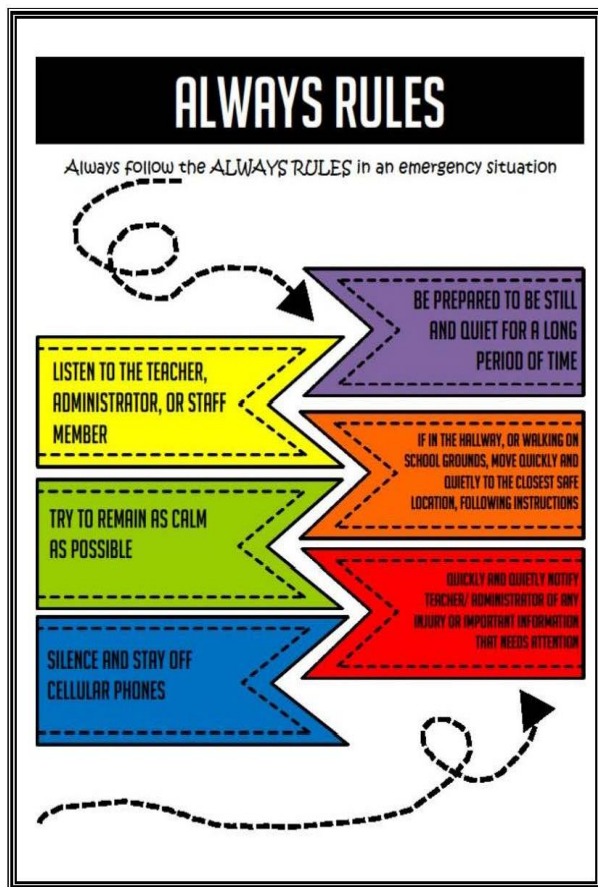
Students are taught to follow the Always Rules during emergency drills. Emergency drills will be conducted throughout the school year. We conduct monthly fire and lockdown drills. We also practice drills for the following scenarios: severe weather (high winds), and evacuation. Our school district also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

Single Point of Entry

The staff parking/bus loop lot will remain locked during the school day. Perimeter and playground gates are locked unless a staff member is present. All visitors must check in at the front office and be an approved volunteer before accessing the building beyond the front office. All exterior doors into the building are locked throughout the day. Exterior doors are monitored by designated staff members during arrival and dismissal.

Locked Doors

All classroom and office doors shall always remain locked. Common areas such as the kitchen resource room, computer labs, and science lab shall be locked when occupied.



FORTIFYFL
SUSPICIOUS ACTIVITY REPORTING APP

FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials.

The advertisement shows two smartphones displaying the app interface. The left phone shows the 'Tip Report - Step 2 of 4' screen with a text input field and a keyboard. The right phone shows the 'Tip Report - Step 4 of 4' screen with a 'Submit' button.

#FORTIFYFL
GETFORTIFYFL.COM

Download on the App Store | GET IT ON Google Play

DOWNLOAD NOW

Logos for the Florida Department of Education and other state agencies are at the bottom.

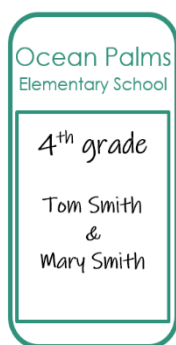
ARRIVAL AND DISMISSAL

Arrival Procedures

Parents and guardians, for the safety of our children, staff and visitors, please be patient, do not pass cars, use our entrance traffic lanes, and refrain from the use of cell phones unless using Bluetooth during parent drop off and pick up.

School supervision of students begins at 8:05 a.m. Students who arrive **before** 8:05 a.m. must be enrolled in the Ocean Palms before-care program unless they are participating in a club event. When using the parent drop off and pick up lanes, we ask that adults stay in their vehicle. For safety students must exit the vehicle on the right (sidewalk) side of the vehicle.

PreK and ESE students utilizing the car line shall be dropped off at the front of the car line starting at 8:05. **Please place your child's car seat on the passenger (sidewalk) 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.



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. 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.

Dismissal / Transportation Changes

All students will receive a luggage tag for their backpacks that designate their mode of dismissal.

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, Mrs. 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.

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 onto Landrum Lane, 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 lane for any reason to enter the parking lot.

PreK Dismissal 2:30/1:30 Wednesdays

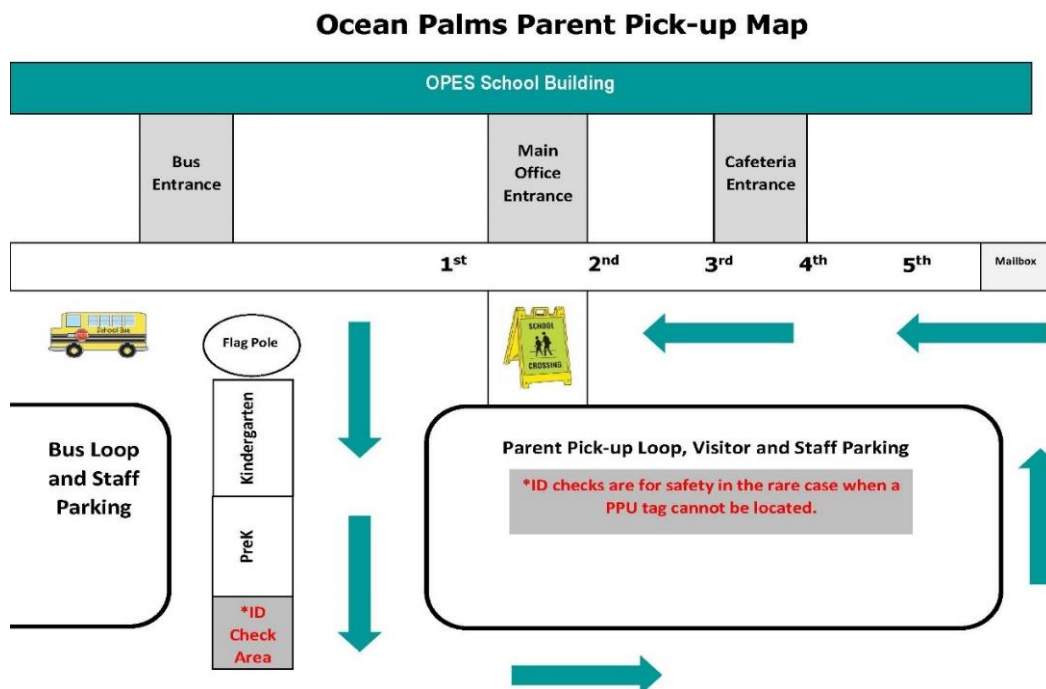
PreK students utilizing the Parent Pick-Up (PPU) line will be picked-up at the front of the line starting at 2:30. Students will be waiting with teachers and paraprofessionals. Please remain in your vehicle. A staff member will assist your child into their car seat. After your child has entered the vehicle 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.**

(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.

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



Parents must complete and submit our biker/walker form to the front office before your child will be permitted to leave campus as a biker/walker. The form is located on our webpage <http://www.ope.stjohns.k12.fl.us/>. For safety, only students are permitted beyond the biker/walker gate. A staff member will be at the gate during arrival and dismissal.

ARRIVAL (8:05-8:30)

- Biker/Walker students shall enter the biker/walker gate, located on the east field, near the outdoor classroom at 8:05 when the gate is unlocked. The gate will be locked at 8:30.
- Students will 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

- An authorized adult must be at the gate to receive the student(s) unless a parent provides written permission for the student(s) to leave campus without an adult (see biker/walk dismissal form).
- Please remember that in the event of 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.
- Biker/Walkers will exit through the double doors at the end of the 100 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 where they will be checked out by a staff member.



Biker/Walker Permission Slip

Please complete this form and return to school.

Student's Name: _____ Teacher/Grade: _____

Parent's Name: _____

Address of destination: _____

Route traveled by student (please list street names): _____

To ensure the safety of our students, it is required to have this form signed and returned to school before students are released at the biker/walker gate. Students must check out with the staff member stationed at the gate before leaving campus. Once students exit the biker/walker gate, parents/guardians assume full responsibility for their student. Please note crossing guards are not present on Landrum Lane or Palm Valley Rd. to assist students. Students are not permitted to bike/walk on S. Roscoe Blvd. In the event of lightning at dismissal all biker/walker students will be held at school for parent pick up. A School Messenger text message will be sent to alert you of the procedure change. Again, this is only if lightning is detected at dismissal.

☐ Allow my student to pass through the biker/walker gate without an adult.

☐ Hold my student at the biker/walker gate until received by an adult.

Authorized adults to pick up student at the gate (Photo ID is required at the gate).

Full Name: _____

Full Name: _____

Full Name: _____

Parent/Guardian Signature

Date



OPE Dismissal Change Form

(This form is available on our OPES website)

Students must turn in this form or a detailed note signed by a parent/guardian to the front office in the morning.

Student Name: _____

Date: _____

Teacher: _____

Grade: _____

My student will be:

- ☐ **Early checkout at _____ am/pm.** Students may not be checked out later than 2:15 p.m. each day (1:15 p.m. on Wed.) Please plan accordingly so you can enter the parking lot before our carline forms on Landrum Lane.
- ☐ **Parent pickup by an approved person in our database (Name):** _____
- ☐ **Bus # _____** Students may only ride their assigned bus through the SJCS D transportation depart.
- ☐ **DEN – Afterschool Extended Day Program:** Only students who are registered to attend DEN may participate.
- ☐ **Biker/Walker – One day pass with (Name):**

To ensure the safety of our students, it is required to have this form signed and returned to school before students are released at the biker/walker gate. Students must check out with the staff member stationed at the gate before leaving campus. Once students exit the biker/walker gate, parents/guardians assume full responsibility for their student.

Please note crossing guards are not present on Landrum Ln. or Palm Valley Rd. to assist students. Students are not permitted to bike/walk on S. Roscoe Blvd. In the event of lightning at dismissal all biker/walker students will be held at school for parent pick up. A School Messenger text message will be sent to alert you of the procedure change. Again, this is only if lightning is detected at dismissal.

- ☐ **After School Enrichment (Name of Enrichment):** _____
- ☐ **Conference or meeting at school. Please hold my child in the classroom.**
- ☐ **Permanent change to** _____

Notes: _____

Parent/Guardian's Printed Name

Parent/Guardian's Signature

Cell Phone Number

BUS TRANSPORTATION

Bus Regulations

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

Kindergarten Bus Transportation

1. Loading at Schools

All kindergarten age student riders will load district school buses at schools in advance of all other students. Early loading will afford school bus operators and school staff sufficient time to account for kindergarteners as they board buses and assist kindergarteners with putting on their seatbelts.

2. Unloading at Bus Stops

- a. For safety and security reasons, school bus operators are directed to only discharge pre-kindergarteners/kindergarteners at a bus stop when the parent/guardian is physically present at the student door of the school bus to receive the student.
- b. If a school bus operator does not see the parent/guardian at the student door of the bus, they are instructed to keep the pre-kindergartener/kindergartener aboard the bus and contact dispatch by radio.
- c. If a parent or guardian requires a pre-kindergartener/kindergartener to disembark 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. Reference the PTWP link under quick links of the school district homepage.

3. School Orientations

At the beginning of each school year, all bus operators will attend elementary school and K-8 school orientations at their respective assigned schools. The intent for having buses and operators present at orientations is to familiarize kindergarteners with their respective buses and operators. Additionally, the event will afford operators, kindergarten age student riders, and parents/guardians an opportunity to meet each other.

4. Kindergarten Seating

Operators will seat all kindergarten age students in the kindergarten zone designated by the red and white stop sign magnet. Kindergarteners may not move to another location in the bus to sit with siblings. The kindergarten zone is the area closest to the operator's seat.



5. Color and Animal Coded Backpack Tags and School Bus Magnets



Transportation will prepare color/animal coded tags for the backpack top handles of all kindergarten age student riders. The bands are color/animal coded to the respective buses. The tags are exceedingly durable and will include the bus stop information for the student. To assist in correlating the bands to buses, Transportation will apply rectangular and circular color/animal coded magnets to the front and rear of buses as shown in the pictures.



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. All waivers determinations are made through the transportation department. They are not determined by 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 and/or 504 Team approved IEP supporting specialized transportation services in accordance with the state's 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.

Waiver 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.)

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 into School Messenger alerts by text 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".

ATTENDANCE

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 have a temperature over 100.4°F without having taken any fever- reducing medications.

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 you need to check your child out early from school, please plan to check out your child out before the car line on Landrum Lane begins to form for dismissal. Children will be released only to their parents or to individuals named in our database. 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, school/district related 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. The school district sends an automated email letter notifying parents when their child has 5 or more unexcused absences.

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 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.



OPES Absentee Form

This form or a detailed note signed by a parent/guardian shall be submitted to the front office within 48 hours of a student's return to school.

Student Name: _____

Teacher: _____ Grade: _____

Dates absent on: _____

For the following reason:

- ☐ Illness
- ☐ Medical/dental/orthodontic appointment
- ☐ Other: _____

Parent/Guardian's Printed Name

Parent/Guardian's Signature

Date

BREAKFAST AND LUNCH

Breakfast and Lunch

Students eating breakfast will report directly to the cafeteria to eat. PreK students will eat breakfast and lunch in their classrooms. Students will eat lunch with their class at their designated tables. Students are not permitted to leave their table or the cafeteria without permission. Students will have assigned seats in the cafeteria due to contact tracing protocols. **Due to Covid-19, the school district is prohibiting volunteers from eating in the cafeteria. When this protocol changes, we will allow a parent to eat with their child in a separate area.**

Birthday, Party Treats, and Snacks

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 Covid-19 if you wish to bring in a birthday treat on your child's special day, they must be pre-packed, store bought items. 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. We also discourage students from sharing food because of food allergies.

Lunch Payments

We will operate under the USDA waivers allowing us to provide breakfast and lunch at no cost to all enrolled students; this is the same service that was provided during the 2020-21 school year. Free and reduced lunch applications are not required. Students may bring cash or check to pay to purchase ala cart items. Please go to <https://paypams.com/> to set up your students account with your credit card.



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.

Refunds and Parental Restrictions

Refunds are addressed at the school level and require a written request. Restrictions can be placed on your student's meal account with a written request. 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 - 547-3771, LatreCIA.Williams@stjohns.k12.fl.us.

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 paperwork. Without the required authorization, the student will not be given the medication during school hours.
- Medications should not be transported between home and school daily. 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.

GRADING

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. 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 Overview

All students are guaranteed a rigorous and appropriate curriculum regardless of their assigned teacher. Each grade level will identify essential standards, develop common assessments, and intentionally plan for appropriate responses when students do not master the content and for when they do master the content. Teams of teachers will work together, review strategies, and appropriately organize students to ensure every student receives the appropriate levels of support.

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 and standardized test scores.

Common Formative Assessment (CFA)

- ✓ Students will not study for CFAs. CFAs include reading passages with questions, workbook exercises, classwork, essay drafts, reflections, exit tickets, project steps and guided notes.
- ✓ Cover a strategic "chunk" of information.
- ✓ A CFA provides important information to the teacher about what learning challenges students are facing during the learning sequence.
- ✓ CFAs shall be administered Monday-Friday without advance notice. These are not materials that require a study guide or study time.
- ✓ Teachers utilize CFAs to give timely feedback and indicators to students about where they are in relation to the mastery of the current learning standard prior to the summative assessment.
- ✓ Weighted 30% (for grades 3-5).
- ✓ All students on a grade level are given identical CFAs (grades K-5).
- ✓ Retesting is not offered for grade recovery on CFAs.
- ✓ Students will not be marked lower than 50% if they fail to reach proficiency.
- ✓ Incomplete or missing work is shown in the gradebook as "INC" until the work is completed. At the end of quarter, INC's will become 50%.

Common Summative Assessment (CSA)

- ✓ Covers a unit of study.
- ✓ Example CSA - tests or final projects.
- ✓ Weighted 70% (for grades 3-5).
- ✓ All students on a grade level are given identical CSAs (grades K-5).
- ✓ Students and parents will receive advance notice and an opportunity to study (when appropriate) before a CSA is administered.
- ✓ CSAs shall not be administered on Mondays.
- ✓ If a grade of 75% or higher is not earned, reteaching/remediation and grade recovery are available (for grades K-5).
- ✓ Grade recovery is shown in the gradebook as a decimal point with the new score (ex. Original score was a 62, grade recovery was an 80, the final score would be 80.62).
- ✓ Students will not be marked lower than 50% if they fail to reach proficiency.
- ✓ Incomplete or missing work is shown in the gradebook as "INC" until the work is completed. At the end of quarter, INC's will become 50%.

Extra Credit

Extra credit opportunities to enhance grades must be connected to learning outcomes and practices.

- ✓ No student can earn more than 100%.
- ✓ Extra credit opportunities must directly connect to the content/unit material being assessed and applied to only that specific unit. Points may not be banked or applied to future assignments.
- ✓ Extra credit points are not to be added to a student's overall average.

Homework

The amount of homework given has a smaller effect size on student achievement in elementary school versus middle school or high school, with a gain of about six percentile points (Marzano, 2001). Homework helps younger students develop study skills and become responsible for their learning at home and school. When assigning homework, teachers will ensure 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. Schoology is the primary communication source for homework assignments.

- Homework shall not exceed 30 minutes nightly, in grades (K-1).
- Homework shall not exceed 45 minutes nightly, in grades (2-5).

- Homework shall not be assigned over holidays and weekends, other than daily reading for 20 minutes.
- Projects shall not be assigned as homework.
- Teachers will monitor homework and provide feedback, but homework is not taken for a grade in the gradebook.
- Recess or teacher led PE shall not be taken away for incomplete or missing homework.
- 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.

PROGRESS MONITORING

(K-2) Independent Reading Levels

Students will be assessed each quarter to determine their independent reading level with the Developmental Reading Assessment (DRA). The DRA is a standardized reading test used to determine a student's instructional and independent level in reading. This assessment is administered one on one with the teacher. Students read a selection (or selections) and then retell what they have read. As the levels increase, so does the difficulty. Below are the grade level expectations for each quarter to demonstrate mastery.

Grade K	Independent DRA Levels	Quarter 1	Quarter 2	Quarter 3	Quarter 4
	Meets Expectations (M)	A/1	2	3	4
	Progressing to Expectations (P)	A Developing	A/1	2	3
	Improvement Needed to meet Expectations (I)	A Emerging	A Developing	A/1	2

Grade 1	Independent DRA Levels	Quarter 1	Quarter 2	Quarter 3	Quarter 4
	Meets Expectations (M)	8+	12+	14+	16+
	Progressing to Expectations (P)	6	8	12	14
	Improvement Needed to meet Expectations (I)	4 or below	6 or below	8 or below	12 or below

Grade 2	Independent DRA Levels	Quarter 1	Quarter 2	Quarter 3	Quarter 4
	Meets Expectations (M)	18+	20+	24+	28+
	Progressing to Expectations (P)	16	18	20	24
	Improvement Needed to meet Expectations (I)	14 or below	16 or below	18 or below	20 or below

Progress Monitoring with iReady

The state of Florida requires every school district to provide a progress monitoring system. St. Johns County uses iReady at the Elementary level. iReady is an online program for reading and math that consists of two parts: Diagnostic and Personalized Instruction.

At Ocean Palms we utilize iReady's individual learning paths and the teacher toolbox to differentiate instruction in reading and math. This allows us to meet your student exactly where they are and to increase your student's learning gains.

iReady Diagnostic

The iReady Diagnostic is an adaptive assessment that adjusts its questions to suit your student's needs. Each item a student sees is individualized based on their answer to the previous question. For example, a series of correct answers will result in slightly harder questions, while a series of incorrect answers will yield slightly easier questions. The purpose of this is not to give your student a score or grade, but instead to determine how best to support your student's learning.

Computer adaptive tests use sophisticated algorithms to zero in on a precise measure of student ability. After starting students out at a difficulty level formulated on an educated guess (based on their chronological grade level in the case of iReady), the test adjusts up and down, with questions of varying difficulty, until the assessment reaches the level of difficulty that is perfectly matched to a given student. The diagnostic is designed for students to get about 50 percent of the questions correct and 50 percent incorrect. The test will find a "just right" placement level for your student in the quickest, most efficient way possible.

The Diagnostic covers these Reading domains:

- **Phonological Awareness** is the understanding that a spoken word is made up of different parts and that each of these parts makes a sound. For example, the word *bat* includes the sounds /b/, /a/, and /t/, and the word *batter* can be broken into two syllables that make the sounds /bat/ and /ter/. Phonological Awareness is an important building block for Phonics. Readers need to be able to distinguish, or make out, the individual sounds in spoken words before they can fully master matching sounds to letters.
- **Phonics** instruction teaches students how to connect the sounds they hear in spoken words to the letters they see in written words. For example, a student who can connect sounds to letters knows to read "th" in *then* as a single sound /th/, rather than the sound /t/ and the sound /h/. Students have to learn many different connections between sounds and spelling patterns. This skill is mastered by taking one step at a time, learning one rule and then another, and so on. Once students can make these connections quickly and easily, they can really start to read for meaning.

- **High-Frequency Words** are the words that appear most often in what students read. Words such as *the*, *and*, and *it* are high-frequency words. Because these words appear so often, readers must learn to recognize them automatically. Also, these words are often spelled in ways that can be confusing. Words such as *could* and *there* do not follow the rules that connect sounds to letters in most words. Learning to recognize these words automatically helps students read more quickly and easily, which gives them a better opportunity to understand what they are reading.
- **Vocabulary** is the name for the words a student knows. The more words a student knows, the easier it is to understand what they read. Good readers know the meanings of many words. Students grow their vocabularies by hearing and reading new words, talking about words, and being taught specific words.
- **Comprehension: Literature** describes a student's ability to understand types of writing that are usually made up, or fictional. Stories are the literary texts that students read most often but plays and poems are also examples of literary texts. A student who understands literature might identify the sequence of events in a story, discuss the meaning of a poem, or explain the lines a character speaks in a play. As a student develops as a reader, the student can understand stories, plays, and poems that are increasingly complicated.
- **Comprehension: Informational Text** describes a student's ability to understand types of writing that are usually true. Books about science or history are examples of informational text, as are newspaper articles or magazine articles. This kind of writing is often structured differently than literary texts. Informational text is usually organized into sections with headings. Additionally, it might contain charts, diagrams, and graphs that are important to understanding. A student who understands informational text might identify the main idea and supporting details, describe the way the writing is organized, or draw information out of a photograph or diagram.

The Diagnostic covers these Mathematics domains:

- **Number and Operations** in Grades K–8 refers to the mathematics skills often thought of as arithmetic, from reading and writing numbers to adding, subtracting, multiplying, and dividing different types of numbers. This includes whole numbers, decimals, fractions, integers, and irrational numbers.
- **Algebra and Algebraic Thinking** in Grades K–8 refers to mathematics skills related to seeing number patterns, understanding the meaning of addition, subtraction, multiplication, and division, and using symbols to write and solve equations including those used to solve word problems. In the high school grades, this domain covers the Algebra topics related to using functions, equations, and inequalities to model mathematical situations and solve problems by reasoning quantitatively and extending the understanding of operations beyond the real number system.

- **Measurement and Data** in Grades K–8 is a wide range of mathematics skills related to collecting, organizing, and interpreting numerical information, from telling time or using a ruler to measure the length of an object to using formulas to find volume or surface area. It also includes understanding tables and graphs, and in later grades, statistics and probability.
- **Geometry** in Grades K–8 refers to a variety of skills related to analyzing two- and three-dimensional shapes. These include naming and classifying shapes using characteristics such as symmetry, number of sides, and angle measures, and in later grades, using congruence and similarity. In the high school grades, this domain covers Geometry and Measurement topics related to developing spatial geometric reasoning, connecting geometric properties and equations, writing proofs, and using statistics and probability concepts to analyze data.

What does the scale score on my student's Diagnostic mean?

The scale scores that result from the Diagnostic measure all students on the same scale so you can see which K–12 skills your student has mastered, regardless of their grade level. Student performance is measured on a scale of 100–800, with your student's current score indicating the skills they have mastered up to that point in the school year and the skills they still need to work on moving forward.

iReady Placement Clarification

iReady placements are an indication of what students are expected to know at each grade level based on standards. The mid-on grade placement refers to students who may be considered proficient for their grade. **Early, Mid, Late Placements are not based on beginning, middle, and end of the year expectations.**

- **Early On-Grade** - Students who have partially met grade level expectations based on standards.
- **Mid On-Grade** - Students who have met the minimum requirements for grade level expectations based on standards.
- **Late On-Grade** - Students have successfully met or surpassed grade level expectations based on standards.

How do I know how my student performed on the Diagnostic?

Your child will take the diagnostic three times a year (fall, winter, and spring). Every time your student takes the Diagnostic, your student's teacher will send you a report. Note that the Diagnostic's main purpose is to help teachers guide individualized student instruction. Your student may also be able to view their score in their "Completed Work" section in "My Progress." Check in with your student's teachers to discuss progress toward goals, placement levels, and proficiency.

Where can I go to see how my student is performing on iReady online lessons?

1. Log in with your student's username and password.
2. View your student's "My Progress" box.
3. Click on "Completed Work" to see your student's progress.

How should I discuss data with my student?

1. **My Progress:** Ask your student to click on My Progress at the bottom of the home page. Consider asking general questions such as, "What are you learning about?" or "What are you working on?"
2. **Lesson Stats:** This section shows your student stats about their lessons.
 - **Time-on-Task:** Look at the number of minutes your student has spent this week on Personalized Instruction. Consider asking, "Have you met your goal?"
 - **Lessons Passed:** Look at the total number of lessons your student has passed this school year. Consider asking, "What is your goal?" or "What are you proud of?"
3. **Lesson Streak:** See how many lessons passed in a row your student has. Congratulate them and ask about what they are learning.
4. **Completed Work:** Ask your student to click on Completed Work. You will see lesson names and quiz scores. Consider asking, "What did you learn in ____ lesson?" "What did you enjoy?" "What did you find challenging?" or "How do these lessons relate to your learning goals?" You might also see your student's last Diagnostic score. Consider asking, "What were your strengths?" "What are your areas for growth?" or "What are your goals?"

Student Data Notebooks, Data Chats, and Goal Setting

Data becomes much more powerful when teachers and students engage with the data and have data chats. Throughout the school year, teacher(s) save students work or ask that it be signed and returned for your child's student data notebook. Teachers will help your child identify strengths, areas for growth, goals, and specific actions. These conversations help unpack what the data means and decide what to do about it. For students, these conversations increase student engagement and promote student ownership over their own learning.

GROWTH MINDSET AND SWAG TAGS

Growth Mindset and SWAG Tags

At Ocean Palms we explicitly teach Growth Mindset and the power of the word “yet” because we know students reach their goals at different times. The ability to connect the power of the word “yet” to reduce the negative associations with failure, is one of the first steps students can take to develop a sense of personal growth. Students who embrace a growth mindset belief they can learn more if they work hard and persevere. They take on challenges and learn from them, increasing their abilities and skills.

Rather than focus on the finish line teachers will celebrate each students' progress toward their individual goals with SWAG tags. Throughout the year students can earn SWAG tags for good character, reading Sunshine State Books, and reaching 25%, 50%, 75%, and 100% of their Annual Typical Growth on iReady in reading and math.

Each student is provided with a breakaway lanyard to proudly display their student ID and SWAG tags daily. At the end of the school year, students will have opportunity to throw water balloon(s) at staff members at our Water Balloon Barrage. Each student will have the opportunity to throw (1) balloon. Additional balloons can be earned for meeting typical and stretch growth goals on iReady. Students have the potential to earn a total of (5) balloons.

iReady Reading	iReady Math
1 Balloon = Annual Typical Growth Goal	1 Balloon = Annual Typical Growth Goal
1 Balloon = Annual Stretch Growth Goal	1 Balloon = Annual Stretch Growth Goal
1 Balloon = Based on effort toward reaching individual goals	

Example SWAG tags below:



Social-Emotional Learning (SEL)

SEL is the process of developing the self-awareness, self-control, and interpersonal skills that are vital for school and life success. Students with strong social-emotional skills are better able to cope with everyday challenges and benefit academically and socially. At OPE we infuse SEL lessons in multiple ways throughout the school year:

- Weekly SEL lessons on the morning news
- SWAG tags for exhibiting the Growth Mindset and doing your best
- Positive PAWS for making good choices
- Videos focusing on Character Counts traits
- Quarterly Character Counts School-Wide Celebrations

Character Counts

In 1998, the St. Johns County School District, along with area businesses, youth organizations and civic groups, selected the national character education program of CHARACTER COUNTS! as a countywide initiative to instill positive character traits in our young people. Character education is an important part of every School Improvement Plan, a major component of each Student Code of Conduct and our Strategic Plan. This program is used throughout the district. There are 6 pillars: trustworthiness, respect, responsibility, fairness, caring, and citizenship. One student from each class will be recognized and celebrated in an assembly at OPE based on each pillar.

Otter Wall of Fame

Students who read all the Sunshine State Books and/or SSYRA Jr. books are eligible for the Otter Wall of Fame. Students will receive SWAG tags for each book taco quiz they pass. Otter Wall of Fame students are recognized on the morning announcements and will receive a certificate and popsicle party at the end of the school year.

PROMOTION REQUIREMENTS

Promotion Requirements

The promotion requirements for students in St. Johns Public Schools can be found in detailed form in the St. Johns County School District Student Progression Plan at <http://www.stjohns.k12.fl.us/cs/spp>.

Elementary School (grades K-2)

Promotion in grades K-2 is based primarily on progress in reading. Students must make satisfactory progress in the benchmarks of the Florida Standards for English Language Arts to be promoted. Each student's reading progress toward grade level reading achievement is indicated on their report card as an M, P, or I (see chart below).

(K-2) Report Card Marks	
Description	Percentage Represented
Meeting Standards (M)	85-100
Progress Towards Standards (P)	60-84
Improvement Needed (I)	59 and below

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

On, Above, and Below Grade Level

Only students who are grade accelerated shall be marked "above" grade level on the report card. Only students on Access Points curriculum shall be marked "below" grade level. All other students are marked "on" grade level. Teacher(s) will post grade level expectations and the student's current performance on the grade level to show whether they are performing below, at, or above the standards.

Promotion of Students (grades 3-5)

A student in grades 3, 4 or 5 who scores Level 1 or Level 2 on the Florida Assessment (FSA) in reading, and/or Level 1 or 2 in mathematics is considered to be below grade level. Each student shall be referred to the school's Multi-Tier Support System (MTSS) Team for a comprehensive review of the student's academic achievement. The MTSS Team shall review the student's records and determine whether the preponderance of evidence indicates that the student should be promoted.

To be promoted in grades 3-5, a student must demonstrate mastery of grade level benchmarks in language arts, mathematics, and science. The principal may recommend promotion for a student in grades 3-5 not passing the grade level course in language arts, mathematics, or science, if the student demonstrates mastery of language arts/reading, mathematics, and/or science by achieving a score of Level 3 or above on the Florida Assessment in reading and/or mathematics and the preponderance of evidence indicates that the student is ready for the work of the next grade level.

State law mandates that a grade 3 student who scores a Level 1 on the Florida Assessment in reading be retained, unless he/she qualifies for one of six Good Cause Exemptions. For more comprehensive information on promotion and retention, especially for grade 3 students, please refer to the elementary section of the St. Johns County Student Progression Plan at <http://www.stjohns.k12.fl.us/cs/spp>. Florida Law, Section 1008.22 (3) Promotion requirements for third grade students:

- The requirement in Section 1008.25(5)(b): To be promoted to grade 4, a student must score a Level 2 or higher on the statewide, standardized English Language Arts (ELA) assessment required under 1008.22 F.S.
- An additional option approved by the State Board of Education in Rule 6A-1.094221 (a): Scores at or above 535 on the i-Ready diagnostic test in the spring or at or above the 45th percentile on the Reading SAT-10.
- Completes the state provided portfolio assessments at or above 70% mastery. There are no other options approved in state law or rule for students. If a 3rd grade student refuses to participate or a parent refuses to allow his/her student to participate in the state required assessment program, the i-Ready diagnostic or Reading SAT 10, and complete the portfolio assessments, it will be necessary for the student to be retained in 3rd grade.


SCHOOLWIDE EXPECTATIONS

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.

 Ocean Palms Elementary				
Otters	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



OTTER UP

- 1. Eyes on Speaker**
- 2. Voice Level 0**
- 3. Listening Ears**

Voice Levels

- 0 = Silent**
- 1 = Whisper**
- 2 = Conversation**
- 3 = Presentation**
- 4 = Outside**

Positive PAWS

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 good character. These students will receive SWAG tags to wear in recognition of their achievement.

At the end of every month students from every grade level will be selected from a drawing to go to our school store the Otter Outpost.

POSITIVE PAWS

Name: _____ Gr. _____

Teacher: _____

- ☐ **Palms Pride**
- ☐ **Attitude Matters**
- ☐ **Wise Choices**
- ☐ **School Safety**



PAWS Leveled Behavior System

Ocean Palms' staff will intervene to curtail misconduct. On the rare occasion when a student violates a rule our staff will follow the leveled behavior system outlined below. This system is based on the St. Johns County School District's Student Code of Conduct and it applies to all Pre-kindergarten through fifth grade students.

<p><u>Level 1 Behaviors</u></p> <ul style="list-style-type: none"> • Mild inappropriate language/gestures • Mild defiance or disrespect • Mild/unnecessary physical contact or horseplay • Not following classroom and/or school expectations (see chart above) • Not following cafeteria rules • Leaving designated area without permission • Cell phone or other technology misuse 	<p><u>Level 2 Behaviors</u></p> <ul style="list-style-type: none"> • Three repeated and documented Level 1 behavior(s) by the classroom teacher elevates the offense to a level 2 • Moderate inappropriate language/gestures • Moderate defiance or disrespect • Inappropriate physical contact • Intimidation, physical and/or verbal threat • Repeat cell phone or other technology misuse 	<p><u>Level 3 Behaviors</u></p> <ul style="list-style-type: none"> • Extreme or constant inappropriate language/gestures • Extreme or constant defiance or disrespect • Fighting or injurious acts with malicious intent • Physical/verbal threat with malicious intent • Property destruction • Contraband • Theft • Misconduct regarding the school district's acceptable use procedures (AUP)
<p><u>Level 1 Consequences</u></p> <ul style="list-style-type: none"> • Teacher will document behavior on the OPE Behavior Progress Monitoring form. • Classroom teacher will contact parent(s) to report the incident. • Consequences will be designated by the teacher's classroom management plan. • The student will be asked to turn off the cell phone or other electronics and place it in their backpack. 	<p><u>Level 2 Consequences</u></p> <ul style="list-style-type: none"> • Administration will contact parent(s). • Administration will assign consequences based on the SJCSO Student Code of Conduct. • The incident will be documented in eSchoolPlus. • Repeat offense – The cell phone or electronics will be confiscated and returned to the student at the end of the day by administration. 	<p><u>Level 3 Consequences</u></p> <ul style="list-style-type: none"> • Administration will contact parent(s). • Administration will assign consequences based on the SJCSO Student Code of Conduct and may result in an in-school or out of school suspension. • The incident will be documented in eSchoolPlus. • Repeated offense – The cell phone or electronics will be confiscated. Administration will make parent contact and the device will be housed at the front office for pick up by a parent.

BULLYING AND HARASSMENT

Bullying and Harassment

St. Johns County School District believes that all students and employees be afforded a setting that is safe, secure, and free from bullying and harassment of any kind. In compliance with Florida Statute 1006.147 and School Board Rule 3.21, the school district has adopted a comprehensive policy prohibiting bullying and harassment.

Definition of Bullying

For behaviors to be labeled as bullying, all three of the following components must be present:

- The behavior is repeated
- The behavior is intentional
- There is an imbalance of power

Meeting the School District Definition of Bullying

The school level investigation will determine if all three components are present and the behavior meets the school district's definition of bullying written in our policy. The St. Johns County School District's policy prohibiting bullying and harassment defines bullying as systematically and chronically inflicting physical hurt or psychological distress on one or more students.

Incidents of bullying or harassment can be reported to the school as follows:

- In person at the school
- In writing to the school
- By phone to the school
- If bullying is reported anonymously, please provide enough details for school staff to investigate.

The following are charts to help distinguish bullying from other behaviors.

Rough Play	Fighting	Bullying
Usually friends; often will do the same things again	Usually not friends; Typically, not repeated	Not friends but will be repeated
Power not an immediate issue	Power close to equal	Power is not equal
Not about hurting	Trying to hurt each other	Bully is trying to hurt, humiliate
Affect is friendly, mutual	Affect is negative, angry	Affect varies between the victim and bully

Conflict	Bullying
Equal power (not trying to take something from someone)	Unequal (or imbalance) of power (want to take power or possessions from someone)
Happens occasionally	Repeated negative actions
Accidental (not pre-planned, in the heat of the moment)	Intentional (Premeditated, on purpose, planned)
Equal emotional reaction (both genuinely upset)	Emotional harm on just one (person being bullied is more upset)
Remorse	No remorse – blames target
Effort to solve problem	No effort to solve problem

Joking	Teasing	Becomes Bullying
No malicious intent.	It is innocent in motive.	It is a choice to hurt someone.
Kidding with a friend.	Mutual banter. Allows the teaser and the person being teased to swap roles with ease.	It is based on an imbalance of power and one-sided.
Kindred joking.	Maintains basic dignity of everyone involved.	Humiliating, cruel, demeaning comments disguised as jokes.
If it bothers the person who is the target of the joke, the joker will show respect and stop.	It is discontinued when the person being teased objects to the teasing.	Includes fear of further bullying and continues when target becomes distressed or objects.

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

- Face coverings are optional for students and staff.
- 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.
- 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.