
OCEAN PALMS ELEMENTARY SCHOOL



PARENT AND STUDENT HANDBOOK 2023-2024

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 child.

OPE Vision Statement

Ocean Palms Elementary is where students become leaders:

Lead by example

Encourage others

Acccepts challenges

Do the right thing

Explore their passions

Reflect on learning

Strive for academic excellence

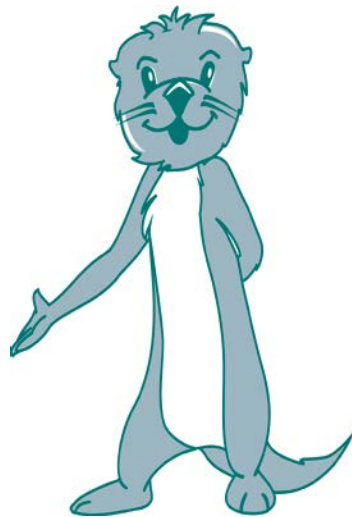


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SCHOOL ACCESS

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 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.

Information Updates

Please call the school at 547-3760 to update your contact information and emergency contacts throughout the school year. This is very important in case your child becomes ill or injured. Address updates can be made at

<https://www.stjohns.k12.fl.us/student/enrollment/#forms>

School Messenger

The St. Johns County School District started using a new mass communication system in December 2016 called School Messenger. This system allows schools and District staff to quickly and efficiently communicate both general and emergency messages to parents/guardians and staff using email, text, and voice mail. Please visit

<https://www.stjohns.k12.fl.us/schoolmessenger/> for detailed information.

Parents and staff who wish to receive text messages from this system must (1) Opt-in from their mobile device and (2) have their mobile number on file with their child's school (for parents/guardians) or on file with Employee Online (for staff/employees). Be sure to opt-in so you can stay connected to what is happening at your child's school and in our school district.

How to Opt-in or Opt-out of School Messenger Text Messages

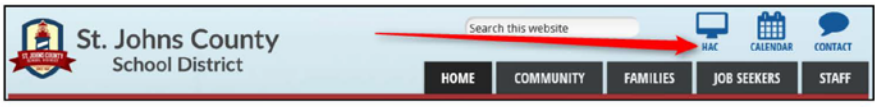
- From your mobile device, Text **"Yes" to 67587**. You should then receive a response text message stating, "You're registered 4 School Messenger notifications".
- Now that you have registered your device to receive text messages, you must verify that your mobile device phone number(s) is on file at your child's school. You can verify that your contact phone numbers are up to date by viewing them in School Messenger Info Center. If you need to make changes to the phone numbers listed, please contact your child's school.
- If you wish to opt-out of text messaging, simply text **"Stop" to 67587**.

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). 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.

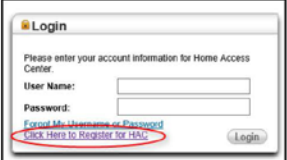
To register for a Home Access Center Account, "HAC", please follow the below instructions. Please note, only the **Parent or Legal Guardian** of the student can register for a HAC account and the student must be in compliance with Immunizations and Registration requirements as per District Policy. Only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

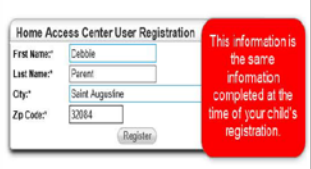


Fill in all fields completely:

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

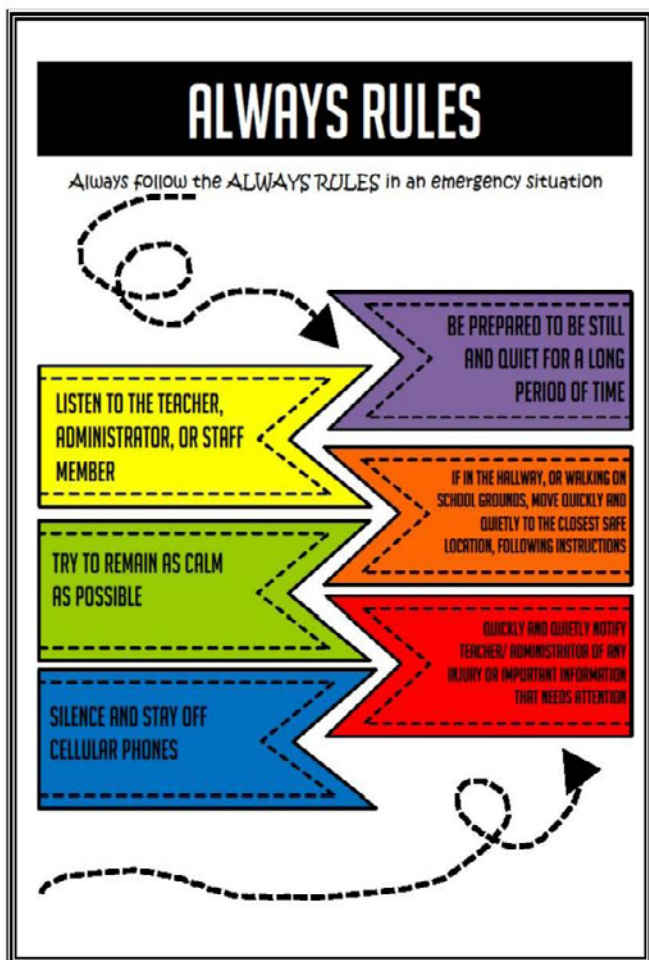
Students are taught to follow the Always Rules during emergency drills. Emergency drills will be conducted monthly. Safety drills include fire, lock down, severe weather (high winds), and evacuation. Our school district also requires bus evacuation drills. Safety is of the utmost importance.

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 interior doors are locked throughout the school day.



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.

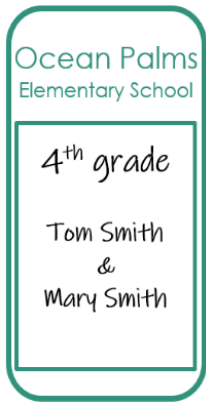
#FORTIFYFL
GETFORTIFYFL.COM

Download on the App Store | GET IT ON Google Play

DOWNLOAD NOW

FLORIDA DEPARTMENT OF EDUCATION

ARRIVAL AND DISMISSAL



Car Tags Required

All parents will be given car tags to be displayed during Parent Pick-Up (PPU). Please hang or place the tag where it can be seen from a distance. Print the grade level (of the youngest student, if siblings) at the top and the student's name(s) underneath. Please see the example on the left.

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.

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 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.

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.

Do not use the exit lane for any reason to enter the parking lot. Anyone bypassing the car line for pick-up will be asked to park and walk across the crosswalk to pick up their child in the front office.

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 8:00 a.m. Students who arrive **before** 8:00 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.

Students in PreK and self-contained ESE classes shall be dropped off at the front of the car line starting at 8:00. **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.** Students in PreK and self-contained ESE classes will be met by staff members and escorted to the classroom.

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.

Students will not be called out of class for front office pick-up once we have started our dismissal process. If you are going to pick your child up early from school, you should arrive no later than 2:15 M/T/TH/F and 1:15 on Wednesdays.

Parking will be difficult the closer you arrive to dismissal. Students will be called from the classroom when the approved individual picking them up is physically standing in the front office. We will not pull students from instruction to wait in the front office for pick-up.

Be sure to complete up to five emergency contacts who are permitted to pick-up your child. Children will be released only to their parents or to individuals named in our database. **A photo ID is required.** We apologize for any inconvenience, but the safety of our children is our number one priority.

PreK Dismissal 2:30 and 1:30 on Wednesdays

PreK students will be picked-up at the front of the line promptly 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. Older siblings will join PreK students in their designated pick-up area. **PreK parents arriving late will not be permitted to skip to the front of the car line once K-5 dismissal has started.**

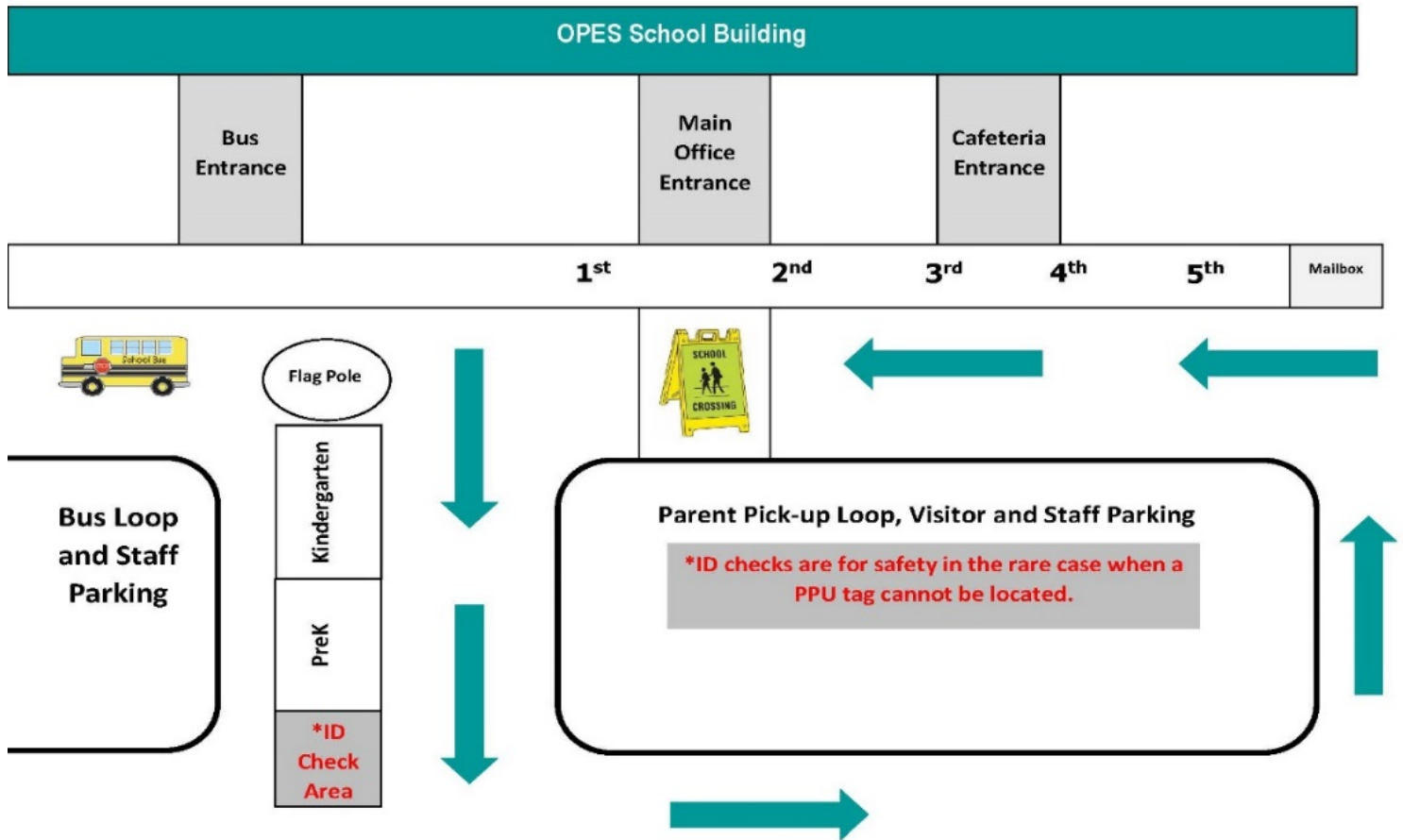
(K-5) Dismissal 2:45 and 1:45 on Wednesdays

(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 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 and have your car tag visible. Once your child is safely in the vehicle, please slowly merge into the left lane to exit the parking lot.

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.

Ocean Palms Parent Pick-up Map



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.opec.stjohns.k12.fl.us/>.

ARRIVAL (8:00-8:25)

- **Biker/Walker students shall enter the biker/walker gate, located on the front field, near the canopy between (8:00-8:25).**
- **During arrival and dismissal only, students are permitted through this entrance. Parents must check-in at the front office. The gate will be locked at 8:30 am.**
- **Students arriving late shall be escorted by their parent to the front office for check-in.**

Do not park on the grass off of Landrum Lane to drop off or pick-up students in vehicles. For safety we ask parents to utilize the parent drop off / pick-up line or our Extended Day services if they are unable to meet the requirements to be a biker/walker.

DISMISSAL 2:45 and (1:45) Wednesdays Only

- **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).**
- **In the event of lightning at dismissal, biker/walker students will be held at school for pick-up in the Parent Pick-up line by an authorized adult. A text message alert will be sent to all parents notifying them of the dismissal change.**



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 SJCSO 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 (SJCSJ) 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 POLICY AND NEW DIGITAL ABSENCE FORM

Attendance

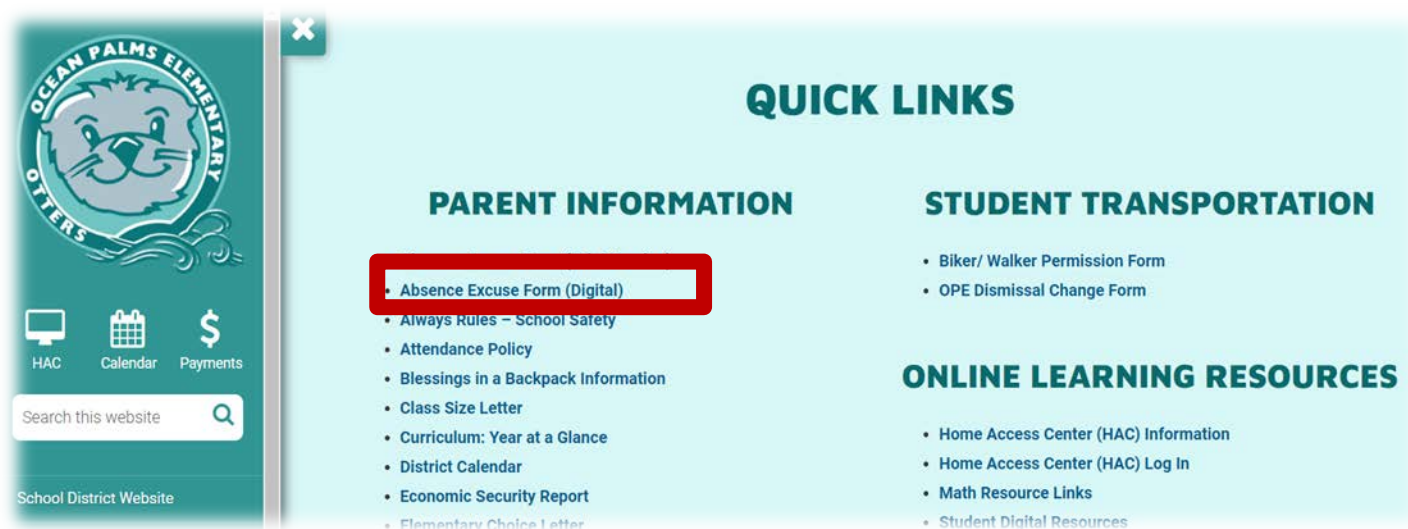
The importance of regular attendance cannot be over emphasized. However, the health and safety of our students and staff is our number one priority. Please do not send your child to school if they have a temperature over 100.4°F without having taken any fever-reducing medications.

When Absent

Our excused absence form is located on our school webpage (see image below).

A parent or guardian will submit their child's absence using the digital form within forty-eight (48) hours of returning to school stating the cause of the absence. After fifteen (15) days of absence, whether excused or unexcused, a student must present verification from a licensed doctor for all subsequent absences due to illness.

<https://www-ope.stjohns.k12.fl.us>



Excused absences include personal illness, illness of an immediate family member, 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 the SJCS D to be in compliance with state statues and the Department of Education they must notify parents of their children’s absences and state laws. The school district sends automated attendance communication to parents/guardians when a student is absent.

In addition, communication is also sent when a student has reached 5, 10, and or 15 absences, whether excused or unexcused. When a student reaches 15 total absences the district requires a doctor’s note for additional absences to be excused.

For a complete list of excused and unexcused absences, students and parents should refer to the Student Code of Conduct or visit the district’s website www.stjohns.k12.fl.us/student/attendance/ .

Tardiness

School begins at 8:30 a.m. Any student reporting to school after that time is tardy. Any tardy student must be accompanied by a parent or guardian to the front office. Students will receive an admittance slip, before reporting class. Students who need assistance will be escorted to their classrooms.

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. For safety, students are not permitted to leave their table or the cafeteria without permission.

Birthday and Party Treats, Snacks, and Invitations

The safety and health of all students is a priority. The treat must be approved by the teacher for potential food allergens. While we honor and cherish each child’s birthday, our primary goal is to preserve the routine and structure of the academic day. Your child’s homeroom teacher will provide an appropriate time for you to drop off the treat and distribute it to the class. Please note teachers and staff members will not pass out invitations to any type of party. We recommend contacting the room parent and sending email invitations to peers.

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

Prepayments to your child's meal account with a debit or credit card can be made through Paypams. Log on to <https://paypams.com/> to set up your account. Payment can also be received by the food service manager in form of check or cash during your child's lunch time. If a check is used, please indicate the student's full name on the check in the memo section.

Prepayment is encouraged as it assists in movement of students through the line. Free and reduced applications can be completed at [Free & Reduced Meals – Food & Nutrition Services \(stjohns.k12.fl.us\)](https://stjohns.k12.fl.us/free-reduced-meals)

| Meal Pricing | |
|----------------------------|--------|
| Elementary school lunch | \$2.80 |
| Middle & high school lunch | \$2.95 |
| Reduced priced lunch | \$0.40 |

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.

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

- 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.
- 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.
- 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.
- 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.
- 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.
- Credit Card Types:** PayPAMS accepts both credit and debit cards. When registering, please check which cards your district accepts.
- 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'
- 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

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

LOW BALANCE AUTOMATIC PAYMENTS

- 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.
- Automatic Payment Confirmation:** If you sign up for Automatic Payments, you will receive an email confirmation of the payment, including current balance.
- 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

- En PayPAMS.com haga clic el botón de '¡Inscríbete Ahora!' en la Pagina de Inicio.
- Seleccione su estado y distrito escolar
- Cree un Usuario y contraseña e introduzca su información de contacto
- 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 _____

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. **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 AND PROMOTION REQUIREMENTS

Instructional Continuity Plan

The SJCSO 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 SJCSO "Families Page" for the Year-At-A-Glance documents for each grade and class: <https://www.stjohns.k12.fl.us/year-at-a-glance/>.

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>.

Report Card Marks

Promotion in grades K-2 is based primarily on progress in reading. Students must make satisfactory progress in the English Language Arts State Standards 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) | 70-84 |
| Improvement Needed (I) | 69 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 |

Grading Overview

All students are guaranteed a rigorous and appropriate curriculum regardless of their assigned teacher. Grade level teachers use common standards based assessments, review student data, teaching strategies, and share students to provide appropriate interventions and enrichments throughout the school year.

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, 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 CFA's (grades K-5).
- ✓ Retesting is not offered for grade recovery on CFA's.
- ✓ 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's - tests or final projects.
- ✓ Weighted 70% (for grades 3-5).
- ✓ All students on a grade level are given identical CSA's (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). The highest grade to be entered in the gradebook will be a 75% for retests.
- ✓ Grade recovery is shown in the gradebook as a decimal point with the new score (ex. original score was a 62, grade recovery was a 75, the final score would be 75.62).
- ✓ 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.

- 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.
- 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.

SCHOOLWIDE EXPECTATIONS

|  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 |



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.

| POSITIVE PAWS | |
|---|---|
| Name: _____ | Gr. _____ |
| Teacher: _____ | |
| <input type="checkbox"/> Palms Pride |  |
| <input type="checkbox"/> Attitude Matters | |
| <input type="checkbox"/> Wise Choices | |
| <input type="checkbox"/> School Safety | |

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.

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:

- SEL lessons on the morning news
- SWAG tags for exhibiting Character Counts
- Positive PAWS for making good choices
- Videos focusing on Character Counts traits
- 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.

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.

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 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. |

STUDENT CODE OF CONDUCT

[HTTPS://WWW.STJOHNS.K12.FL.US/SCHOOLSERVICES/CONDUCT/](https://www.stjohns.k12.fl.us/schoolservices/conduct/)

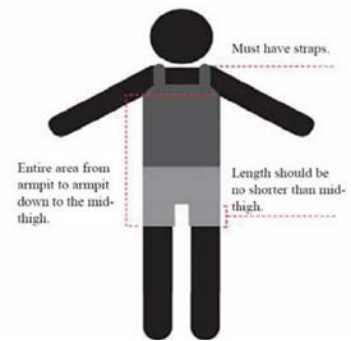
Student Dress Code

The primary responsibility for a student's attire resides with the student and their parent/guardian. The St. Johns County School District expects students to dress in a way that is appropriate for the school day or any school sponsored event. Student dress code requirements reflect fair, equitable, and consistent practices for all students, while contributing to a safe and positive school climate.

In accordance with statutory requirement F.S. 1006.07 (students are prohibited from wearing clothing that exposes underwear or that exposes body parts in an indecent or vulgar manner) enforcement will focus on positive guidance without embarrassment to the student and should not disrupt the educational process.

All Students

- Personal attire may be in the style of the day. Clothing, piercings, and accessories displaying profanity, violence, discriminatory messages, sexually suggestive phrases, phrases or symbols of alcohol, tobacco or drugs is unacceptable.
- Gang graffiti will not be drawn or worn on backpacks, notebooks, folders, papers, clothing or any other object or on the body of any student or person on school property.
- Pajamas shall not be worn as exterior clothing on campus.
- Head gear, including but not limited to, caps, hats, bandanas and/or sunglasses shall not be worn indoors on campus unless permitted by school administration for religious or medical reasons. Students may wear sunglasses, hats, or other sun protective wear while outdoors.
- Clothing must cover areas from one armpit to the other armpit, down to the mid-thigh. Tops must have shoulder straps and be long enough to adequately cover the waistline and not expose the midriff.
- Students must wear shoes that are safe and appropriate for the learning environment. Middle school and elementary school students must wear shoes that have a back or strap on the heel. High school students may wear backless shoes. Bedroom slippers are prohibited.
- Seethrough or mesh garments must be worn with opaque clothing over it or underneath that meets the standard for clothing coverage.
- Rips or tears in clothing above the mid-thigh must not expose skin.



Physical Activities

It is highly recommended that every student wear socks and sneakers to school. Students will participate in some type of physical activity daily. Water bottles, hats, and sunscreen are always recommended for outside activities. **Sunscreen must be applied at home.**

Cell Phones and Wireless Communication Devices

Students may possess cellular telephones and other wireless communication devices at school, on buses, and at school functions. However, they must be turned off and stored in the student's backpack. 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 item being confiscated. Any disruptive, harassing, or other inappropriate use of a cell phone or wireless communications device in violation of this policy or school rules, shall be cause for disciplinary action, including confiscation of the device as Contraband and, in the event of repeated or serious misuse, loss of the privilege to possess such a device on school property or while attending a school function.

Cell Phones and Wireless Communication Devices Continued...

Inappropriate use includes but is not limited to:

(1) texting, phoning, or web browsing during prohibited times; (2) taping conversations, music, or other audio at any time; (3) taking photographs or video at any time except as permitted by the Acceptable Use Policy; (4) "sexting;" and (5) any activity that could in any manner infringe upon the rights of other individuals, including but not limited to students, teachers and other staff members.

When there is reasonable suspicion, a student has used a cell phone or wireless communication device in violation of the Code of Conduct or other school rules, or for an unlawful purpose, the school administration may search the phone's call log, voice messages, text messages, photographs, and any other applications in furtherance of its investigation of the suspected violation.

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 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.

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' located in the cafeteria 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.