



355 Landrum Lane, Ponte Vedra Beach, FL 32082 Palms Post Issue 2 August 2023



Dear Ocean Palms Families,

We are excited to welcome our new and returning families to the 2023-2024 school year. We have missed our students and cannot wait to see them. Our summer has been filled with hiring the best educators and attending trainings that will support our school improvement initiatives and continue our trajectory of excellence. We are certain the school year will be filled with excitement. Be sure to review the attached calendar of events for the year so you don't miss any special moments.

A welcome email from your child's teacher will be sent after 3:30 on Tuesday, August 8th. Please know a great deal of time and thought has gone into the process of student placement. Careful consideration was given to the input from staff and families, as well as student learning styles. Thank you so much for being positive with your children and helping them understand that it is impossible to place all students with a preferred best friend or teacher. This new school year is an exciting opportunity for students to make new friends and develop new positive relationships. Our staff works hard to make school a nurturing environment for all students. We are looking forward to enriching your child's life. Please encourage your child as they acclimate to a new grade, peer group, and teacher.

The transportation department is releasing bus routes to parents/guardians through Home Access Center (HAC). A bus will only be assigned to your child if you select bus rider on their Returning Student Verification form or New Student Enrollment form. Directions on how to register for your HAC account are on page 9 or visit the district website. <https://www.stjohns.k12.fl.us/hac/>

We strongly encourage everyone to read our Student-Parent Handbook to learn about our school and district policies and procedures. In the handbook you will also find directions on how to create a HAC account. **See attached Handbook.**

August

- 8 - Teachers will send families a welcome email (3:00-3:30)
- 9 - Meet the Teacher/Mini Book Fair (8:00-11:00)
- 10 - First day of school for PreK & Grades (1-5)
- 10 - 15 Staggered Start for Kindergarten Students (8:40-9:00)
- 14 - 25 STEM Supplies and Recess Equipment Drive
- 16 - All Kindergarten students report to school (8:00-8:25)
- 21 - Tea and Tissues for Kindergarten and New Families to OPE (9:00-10:30)
- 23 - Boy Scouts Round Up Meeting in the cafeteria (6:30-7:30)
- 28 - Volunteer Training for Otter Run and Room Parents (9:00-10:00)
- 31 - Volunteer Training for CAAP Art Program (9:00-10:00)

September

- 4 - Labor Day/No School
- 12 - Interims
- 15 - Fifth Grade Classroom Spelling Bee
- 21 - Fall Family Night / Book Fair and Teacher Open House (5:00-8:00)
*Teachers available in classrooms (5:00-7:00)
- 22 - Rain Date Fall Family Night/Open House & Book Fair
- 25 - 29 Fall Book Fair
- 29 - Fifth Grade School Spelling Bee (9:00-10:30)



The “**Meet the Teacher**” event, will be **Wednesday, August 9th between (8:00-11:00)**. Kindergarten parents will sign up for their staggered start day. There will also be computers set-up in your child’s classroom so you can sign up for volunteer opportunities such as room parents, CAAP parent, CAAP Co-parent, and general volunteer. This is also a great time to drop off school supplies, and visit our mini-book fair in the cafeteria. Online school supply orders will be in your child’s classroom at Meet the Teacher. Our fabulous PTO will be in the cafeteria with school spirit wear, booster information, volunteer opportunities, and photo areas where you can take your child’s picture to commemorate the beginning of the school year. Don’t forget every Friday is school spirit day. Students and staff will be wearing their OPE gear!

Our students’ and staffs’ safety and security is our number one priority. To access the building the first day of school and beyond you must be an approved visitor. This includes walking your student to class. Don’t wait to complete this process as it can take a week to process. Detailed information about this process is on p.3.

It is truly a privilege to provide the leadership at this school. Our teachers and staff are excited to welcome our new and returning otters.

Sincerely,
Mrs. Tiffany Cantuwell, Mrs. Lucie Cantrell,
and Ms. Gracie Beish
OPE Administration Team

October

- 5 – Individual Student Pictures
- 6 – Character Counts Awards (9:00-10:15)
Invitation Only
- 13 – First Quarter Ends
- 13 – Otter Run Pep Rally for students only
(8:45-9:15) - Grades K, 1, 3,
(9:45-10:15) - Grades 2, 4, 5
- 16 – Teacher Planning Day/No School
- 17 – (3-5) Otter Run – Times TBA
- 18 – Art to Remember order forms
distributed to students
- 19 – (PK-2) Otter Run – Times TBA
- 20 – OPE Staff Sumo Wrestling
(8:45-9:15) - Grades K, 1, 3,
(9:45-10:15) - Grades 2, 4, 5
- 23 & 24 (K,1, 3) Health Screenings
(8:00-12:00)
- 23 – 27 Canned Food Drive
- 23 – 31 – Red Ribbon Week: Dress up days
and activities TBA
- 24 – Report Cards posted on Home Access
Center (HAC)

How Do I Get Approved to Access the School Building?

<https://stjohns.keepntrack.com/apply>

In an ongoing endeavor to provide safety and security for students and staff, school access is required for every individual that is not a staff member of the St. Johns County School District. Below are the steps every visitor must complete to access the building during school hours.

1. **Complete the School Access Form at <https://stjohns.keepntrack.com/apply>. Do not wait to complete your application because the process can potentially take up to two weeks to clear.**

The screenshot shows the 'SCHOOL ACCESS' page with the heading 'FILL OUT YOUR VOLUNTEER SCHOOL ACCESS FORM!'. It includes instructions on completing the form and a preview of the application form itself. The application form has fields for First Name, Middle Name, Last Name, Suffix, Date of Birth, Social Security Number, Gender, Volunteer Type, and a checkbox for 'Have you ever been convicted of a felony?'. There are 'Reset' and 'Continue' buttons at the bottom of the application form preview.

2. Bring your ID when you check in at the front office.

- Proper identification must be presented each time a person signs in at a school. The only forms of proper identification are the following:
 - Current state issued driver's license
 - Current state issued identification card (issued only by the DMV)
- If a person has a visa and/or does not have a social security number, the applicant must contact the Volunteer Services department right away for alternate steps.
- School access lasts for 3 year intervals. Upon approaching 3 years of access, it is the responsibility of the applicant to contact Volunteer Services and renew the form. To reduce duplication, do not complete a new form.

WELCOME TO KINDERGARTEN!

What is Kindergarten Staggered Start?

Staggered Start provides an opportunity for the kindergarten teacher to work with a small group of students each day to teach rituals and routines and ensure students are comfortable with their environment before introducing them to the entire class.

How does Staggered Start work?

On Wednesday, August 9, at Meet the Teacher Kindergarten families will select **one** of the following days: August 10, 11, 14, or 15 to participate in Staggered Start.

- **Thursday 8/10/23**
- **Friday, 8/11/23**
- **Monday, 8/14/23**
- **Tuesday, 8/15/23**

What time is Staggered Start drop off?

We are asking parents of kindergarten students who wish to walk their child to class during staggered start to complete the visitor access application and arrive at school between (8:40-9:00) on the staggered start day they signed up for at Meet the Teacher. Please bring your photo ID for check in. Kindergarten students riding the bus to school on their staggered start day will be assisted to class by OPE Staff.

When do all Kindergarten Students Start?

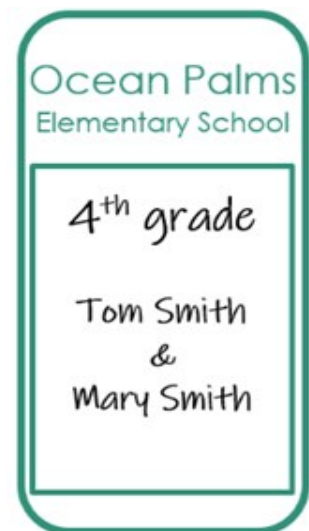
All Kindergarten students will report to school on Wednesday, August 16 during our regular arrival time (8:00-8:25). Please note that every Wednesday is early release and we dismiss at 1:45.



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 you have siblings) at the top and the student's name(s) underneath. Please see the example on the right.

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.



PreK and ESE Student Arrival

PreK and ESE students utilizing the car line shall be dropped off at the front of the line starting at 8:00. Please remain in the line and pull forward until you reach the front of the line, remain in your vehicle. Place your child's car seat on the passenger side of your vehicle. **Hang your Parent Pick-Up (PPU) tag from your rear-view mirror. Staff members will be looking for your tag to know which vehicles have students who require assistance.** PreK and ESE students will be met by staff members and escorted to their classrooms.

PreK Dismissal starts at 2:30 and 1:30 on Wednesdays

PreK students utilizing the Parent Pick-Up (PPU) line will be picked-up at the front of the line starting at 2:30/1:30 on Wednesdays. Students will be waiting with teachers and paraprofessionals. Please remain in your vehicle. A staff member will assist your child into their car seat. If you need to adjust the car seat straps we ask that you pull into a parking space after your child has entered the vehicle and the door is closed.

Anyone attempting to bypass the car line for any reason will be asked to park and go to the front office to pick up their child. PreK students with older siblings will wait inside the building until their sibling is dismissed at 2:45. We ask that you arrive with the (K-5) parents so our car line can run efficiently. Older siblings will join PreK students in their designated pick up area when they exit the building at 2:45.

Do not forget your car tag. Every family will receive (2) cars tags in their child's blue communication folder at Meet the Teacher. Please fill out the car tag as outlined in the first paragraph and have it hanging from your rear-view mirror. Be sure to check out the Parent-Student Handbook for a complete outline of our arrival and dismissal procedures.



Our Partners in Education

Please support these amazing businesses that support Ocean Palms Elementary in 2023-2024!

Diamond Partners



Fishman Pediatric Dentistry

Ross Fishman, DMD, MS • William Love, DDS



THE MORRIS CENTER
Unlock Learning Potential



Platinum Partners



Gold Partners



Silver Partners





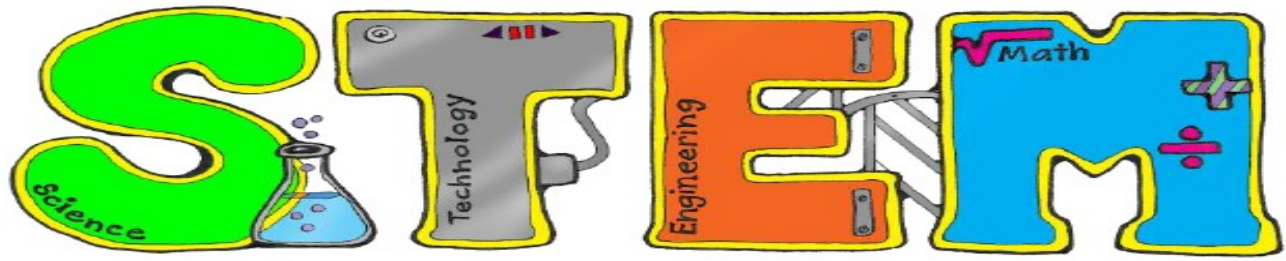
APPLY FOR FREE AND
REDUCED LUNCH HERE:



SET UP ONLINE
PAYMENTS HERE:

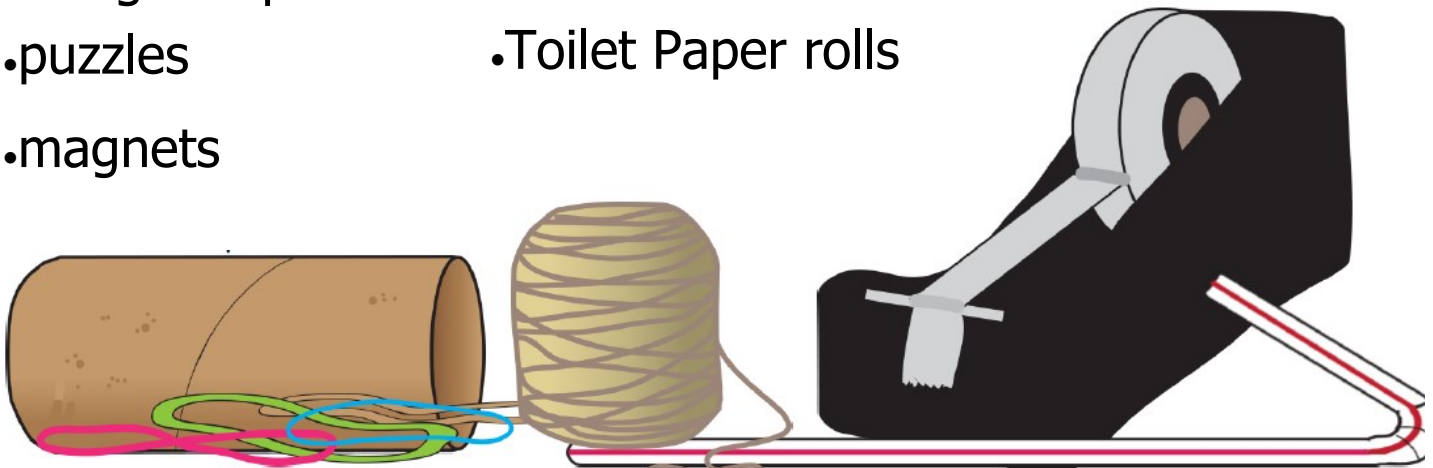


<https://www.stjohns.k12.fl.us/food/free/>



Over the summer we hope you will save and collect materials to be donated to our STEM class when we return in August.

- | | | |
|---------------------------------|-------------------------------|--|
| •Glue sticks | •Pipe cleaners | •Shoe boxes |
| •Masking Tape | •Buttons | •Corks for crafting |
| •Clear Tape | •Aluminum Foil | •Small Balls: marbles, ping-pong, tennis |
| •Gorilla Tape | •Chop Sticks | |
| •Note Cards | •Clothespins | |
| •Rubber bands | •Cups (3, 6, & 9 oz) | •Batteries (AA & AAA) |
| •balloons | •Foam or plastic plates | •Legos |
| •Craft sticks (large & small) | •Lids, caps, tops (all kinds) | •blocks |
| •Straws (straight and bendable) | •Paper towel rolls | |
| •Old game pieces | •Toilet Paper rolls | |
| •puzzles | | |
| •magnets | | |





STAY CONNECTED TO OPE! We encourage everyone to follow our PTO's Instagram and Facebook pages for hot off the press information and fabulous footage of our school events!

OPE's Website - <https://www-ope.stjohns.k12.fl.us>

PTO's Website - <https://opepto.membershiptoolkit.com>

PTO's Facebook - <https://www.facebook.com/OceanPalmsPTO/>

PTO's Instagram - <https://www.instagram.com/opepto/>



WHY JOIN THE PTO?

Joining the PTO will give you the opportunity to meet other parents and teachers, build rapport and discuss issues that are on your mind; and you can do this with any level of availability. You can share ideas and experiences, get involved volunteering for our fun events, raise tons of money and support your children along the way!

CREATE YOUR MEMBERSHIP TOOLKIT ACCOUNT

Click "Register/Log In" button and click on "verify my email"

Check your email and click on the link provided

Once verified, log in and complete the registration process

[Ocean Palms Elementary PTO - Home Page](https://opepto.membershiptoolkit.com)
[\(membershiptoolkit.com\)](https://opepto.membershiptoolkit.com)



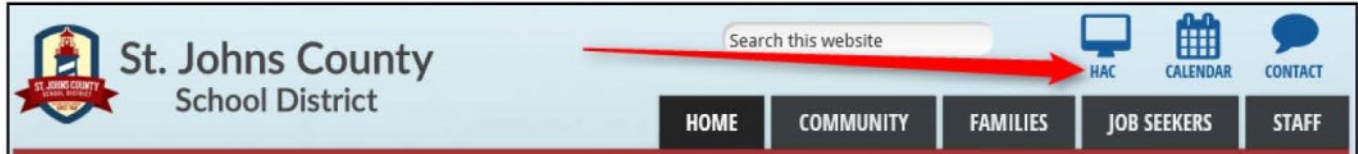
St. Johns County School District

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.

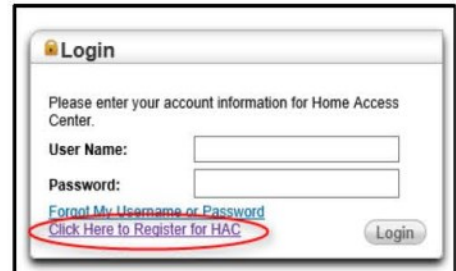
Navigate to the St. Johns County School District website at <http://www.stjohns.k12.fl.us/>. Across the top of the homepage, you will see the HAC Icon. Click to enter HAC.



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.

Pre-Kindergarten

12 jumbo pencils
2 primary journals, draw top- lines bottom
4 boxes of crayons, 24 ct.
2 boxes washable markers, classic colors 8 ct.
2 black dry erase expo markers
1 old t-shirt for art class
1 watercolor paint set
1 scissor, 5 inch blunt
1 bottle Elmer's glue, 4oz.
8 glue sticks
1 pencil pouch
1 box of tissues
1 pair of headphones
If your child is in diapers, please supply:
2 pkgs. Baby wipes, unscented
1 box disposable gloves, latex free

Kindergarten

#2 pencils, sharpened, 40 ct.
4 primary journals, draw top -lines bottom
5 boxes crayons, 24 ct.
1 scissor, 5 inch blunt
8 dry erase expo marker – black – fine tip
24 glue sticks, washable purple
2 pkgs. washable markers, thick 8 ct.
1 red plastic folders with pockets & prongs
1 large plastic envelope, Velcro / side load
1 large sturdy zipper pencil pouch – must hold all art supplies
1 box of tissues
1 pair of headphones, sturdy headphones preferred over earbuds

Third Grade

#2 pencils, sharpened, 40 ct.
1 large eraser
8 dry erase expo markers, colored, chisel tip
6 large washable glue sticks
1 scissor, 6 inch pointed
5 highlighters, any color
1 pkg. colored pencils, 12 ct.
Plastic folders w/ pockets & prongs 1 each: yellow, green, black, red
1 pkg. wide ruled filler paper, 150 ct.
Composition notebooks, wide ruled
1 each: yellow, green, red, black
1 clear cover white binder, 1 inch 3 ring
1 pkg. post-It notes, 3 x 3 100 pk.
1 small 8x5 pencil box
1 pair of headphones, sturdy headphones, preferred over earbuds



Ocean Palms Elementary School Supply List 2023-2024



First Grade

#2 pencils, sharpened, 40 ct.
1 pencil pouch
4 composition primary journals
3 boxes crayons, 24 ct.
4 dry erase expo markers, fine tip- black
1 plastic folder with pockets & prongs, red
6 large washable glue sticks, purple
1 scissor, 5 inch blunt
1 clear cover white binder, 1 inch 3 ring
2 bottles Elmer's glue
1 black sharpie marker
1 pkg. washable markers, assorted colors 10 ct.
2 large erasers
1 pair of headphones, sturdy headphones preferred over earbuds

Ocean Palms Elementary School Supply List 2023-2024

Fourth Grade

#2 pencils, sharpened, 50 ct.
1 large eraser
1 scissor, 6 inch pointed
1 box washable markers, 10 ct.
1 pkg. colored pencils, 12 ct.
6 black dry erase markers
4 glue sticks
1 pk of 4 highlighters (multi color)
1 pack of index cards, 3x5 100 ct.
6 composition books, wide ruled/ 100 sheets
1 clear cover white binders, 1.5 inch 3 ring
2 pkgs. wide ruled notebook paper, 150 sheets
Plastic folders with pockets & prongs 1 each: blue, green, orange, purple, red, yellow
1 plastic pencil pouch - no boxes please
1 clear protractor
1 box of tissues
1 pair of headphones, sturdy headphones preferred over earbuds

Second Grade

#2 pencils, sharpened, 50 ct.
1 pkg. colored pencils, 12 ct.
1 black composition book, wide ruled
2 box crayons, 24 ct.
2 large erasers
8 black dry erase expo markers
Plastic folders with pockets
1 each: purple, red, yellow
4 glue sticks
1 large, sturdy pencil pouch
1 scissor, 5 inch blunt
1 box of tissues
1 pair of headphones, sturdy headphones preferred- No ear buds

(K-2) Varying Exceptionalities

1 pkg. beginner pencils, 12ct. sharpened
3 composition books, wide ruled
2 box crayons, 24 count
4 dry erase markers, color set, chisel
1 box washable markers, 8 ct.
2 highlighters
12 large washable glue sticks, purple
1 scissor, 5 inch blunt
1 box of tissues
1 pair of headphones, sturdy headphones preferred over earbuds
If your child is in diapers, please supply:
2 pkgs. Baby wipes, unscented
1 box disposable gloves, latex free

Fifth Grade

#2 pencils, sharpened, 70 ct.
1 box of markers, 10 ct.
1 box colored pencils, 12 ct.
8 dry erase markers, color chisel tip
12 washable glue sticks
1 pair scissors, 6 inch - pointed
1 zippered pencil pouch 3-hole
2 yellow highlighters
4 post-It notes, 3 x 3, 50 ct. per pack
1 clear cover white binder, 1.5 inch
1 pkg. of dividers, multi-color- 5 tabs
7 composition books, wide ruled
1 roll of scotch tape
Plastic folders with pockets & prongs 1 each: blue, green, orange, red, yellow
1 box tissues
1 pair of headphones, sturdy headphones preferred over earbuds

(3-5) Varying Exceptionalities

#2 pencils, sharpened, 48 ct.
1 hard plastic pencil case
1 box large markers 8 ct., classic
12 large washable glue sticks
1 scissor, 5 inch blunt
6 composition books, wide ruled
1 box colored pencils, 12 ct.
4 highlighters
4 pocket folders
2 boxes of tissues
1 pair of headphones, sturdy headphones preferred over earbuds

SY 2023-2024 Breakfast Menu

St. Johns County School District

Monday	Tuesday	Wednesday	Thursday	Friday
Assorted Fruit Cereal & Toast Breakfast Bagel Choice of Milk Choice of 100% Fruit Juice Butter & Jelly	Assorted Fruit Cereal & Toast Eggstravaganza & Choice of toast or tortilla Choice of Milk Choice of 100% Fruit Juice Butter & Jelly	Assorted Fruit Cereal & Toast French Toast Sticks Cranberries Choice of Milk Choice of 100% Fruit Juice Butter, jelly, & syrup	Assorted Fruit Cereal & Toast Egg & Cheese Biscuit Choice of Milk Choice of 100% Fruit Juice Butter & Jelly	Assorted Fruit Cereal & Toast Breakfast Calzone or Jimmy Dean Breakfast Sandwich Choice of Milk Choice of 100% Fruit Juice Butter & Jelly

"This institution is an equal opportunity provider."

Choice of Cereal(s):

RS WG Cinnamon Toast Crunch, Lucky Charms, Cocoa Puffs, Froot Loops, Frosted Flakes

Choice of 100% Juice:

Apple, Grape, Orange, Tropical Punch

Choice of Milk:

Fat Free Regular or Flavored
Low Fat Regular

* Menu cycles every week

St Johns County School District Elementary School Menu
August 10th - September 1st

MONDAY	TUESDAY	WEDNESDAY	THURSDAY August 10th	FRIDAY August 11th
			Cheese or Pepperoni Pizza Mini Corn Dogs Steamed Broccoli & Assorted Fresh Vegetables Assorted Fruit Dipping sauce dunk cup	Hamburger or Cheeseburger Max Cheese Sticks with choice of marinara dipping sauce Baked Potato Fries & Assorted Fresh Vegetables Assorted Fruit & Choice of 100% Juice Ketchup, mustard, Mayo, dipping sauce dunk cup
August 14th	August 15th	August 16th	August 17th	August 18th
Chicken Slider Biscuit French Toast sticks Tater Rounds & Assorted Fresh Vegetables Assorted Fruit ketchup, mustard, dipping sauce dunk cup, syrup	Penne Pasta with Choice of Marinara Sauce OR marinara sauce with Meatballs Green Beans Assorted Fresh Vegetables Assorted Fruit WG Garlic Ripstick	Homestyle Chicken Sandwich Sweet Potato Fries & Baked Beans Assorted Fresh Vegetables Assorted Fruit Ketchup, mustard, Mayo, dipping sauce dunk cup	Cheese or Pepperoni Pizza Mini Corn Dogs Steamed Broccoli & Assorted Fresh Vegetables Assorted Fruit Dipping sauce dunk cup	Hamburger or Cheeseburger Max Cheese Sticks with choice of marinara dipping sauce Baked Potato Fries & Assorted Fresh Vegetables Assorted Fruit & Choice of 100% Juice Ketchup, mustard, Mayo, dipping sauce dunk cup
August 21st	August 22nd	August 23rd	August 24th	August 25th
Chicken Nuggets & Choice of WG Garlic Ripstick Green Beans Assorted Fresh Vegetables Assorted Fruit Dipping Sauce, Dipping sauce dunk cup	Hot Dog Mac & Cheese Baked Beans & Assorted Fresh Vegetables Assorted Fruit Ketchup, mustard, dipping sauce dunk cup	Homestyle Chicken Sandwich Grilled Cheese Sandwich Sweet Potato Fries & Assorted Fresh Vegetables Assorted Fruit Ketchup, mustard, Mayo, dipping sauce dunk cup	Cheese or Pepperoni Pizza Mini Corn Dogs Steamed Broccoli & Assorted Fresh Vegetables Assorted Fruit Dipping sauce dunk cup	Hamburger or Cheeseburger Max Cheese Sticks with choice of marinara dipping sauce Baked Potato Fries & Assorted Fresh Vegetables Assorted Fruit & Choice of 100% Juice Ketchup, mustard, Mayo, dipping sauce dunk cup
August 28th	August 29th	August 30th	August 31st	September 1st
Chicken Slider Biscuit French Toast sticks Tater Rounds & Assorted Fresh Vegetables Assorted Fruit ketchup, mustard, dipping sauce dunk cup, syrup	Penne Pasta with Choice of Marinara Sauce OR marinara sauce with Meatballs Green Beans Assorted Fresh Vegetables Assorted Fruit WG Garlic Ripstick	Homestyle Chicken Sandwich Sweet Potato Fries Assorted Fresh Vegetables Assorted Fruit Ketchup, mustard, Mayo, dipping sauce dunk cup	Cheese or Pepperoni Pizza Mini Corn Dogs Steamed Broccoli & Assorted Fresh Vegetables Assorted Fruit Dipping sauce dunk cup	Hamburger or Cheeseburger Baked Potato Fries Assorted Fresh Vegetables Assorted Fruit & Choice of 100% Juice Ketchup, mustard, Mayo, dipping sauce dunk cup

Assorted Fruits are based on availability and season! Include 2 items from fresh, canned, cupped, and/or frozen

"USDA is an equal opportunity provider and employer"

Available DOD Fresh: carrots, cucumbers, celery, tomato dippers or garden mix salad

VARIETY OF MILK DAIRY

ADDITIONAL OPTIONS TO ADD TO MENUS: pepperoni calzone, or cool box, lunch salad, cheesy chicken quesadilla

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



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 _____



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 SJCSJ 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

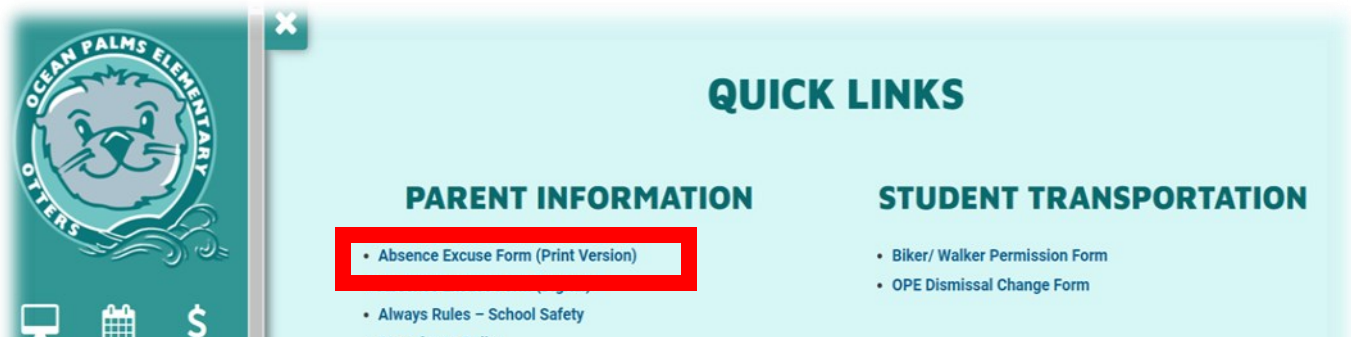
ATTENDANCE POLICY AND NEW DIGITAL ABSENCE FORM

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://surveys.stjohns.k12.fl.us/TakeSurvey.aspx?SurveyID=opesabsence#>

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 SJCSO to be in compliance with state statutes 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/



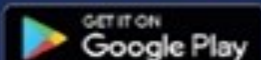
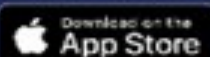
FORTIFYFL

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
NOW



<https://getfortifyfl.com/>

HOME FEATURES HOW IT WORKS SCREENSHOTS ABOUT ESPAÑOL

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.









Anonymous or Non-Anonymous

You decide whether you want to include your name and contact information.



Convenient

Submitting a tip is quick and easy using our mobile app or website.



Include Photos and Video

You can also include photos or video with your tip report.



Your School Officials

The tip report goes to your local school officials when submitted.



Local Law Enforcement

Your local police department or sheriff office receive copies of your tips automatically.



State-Level Officials

State-level officials also have access to your tips to make sure proper steps are taken.