
OCEAN PALMS ELEMENTARY SCHOOL



PARENT AND STUDENT HANDBOOK 2025-2026

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

Accept challenges

Do the right thing

Explore their passions

Reflect on learning

Strive for academic
excellence

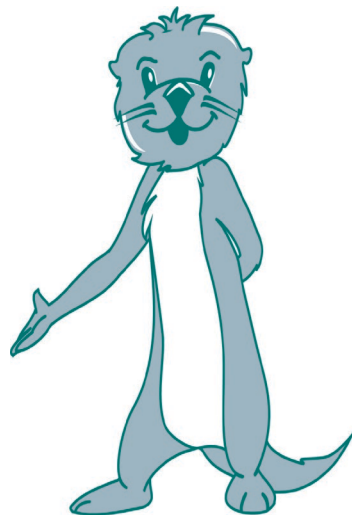


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SCHOOL ACCESS

Access to Our School

For the safety of all students and staff, all visitors must be approved through the St. Johns County School District's volunteer application process in order to enter the school building during school hours, beyond the front office. This is a district-wide policy supported by the Raptor Visitor Management System, which helps monitor and track all campus visitors.

Previously Approved?

If you were previously approved in the district's former system, your status has been transferred, and you are still approved. You do not need to reapply at this time. You can always call the front office at 904-547-3760 to check your status.

Who Needs School Access?

You must be an approved volunteer to do any of the following during the school day:

- Volunteer in the classroom
- Attend class parties, celebrations, or performances
- Chaperone or attend field trips
- Eat lunch with your child
- Participate in parent-teacher conferences during school hours
- Visit any part of the building beyond the front office

Don't Wait – Get Approved for School Access Now!

The Raptor Visitor Management System is managed at the district level not by the school. That means we are unable to expedite or override the approval process. If you're not approved before the event you want to attend, you will not be permitted on campus. No exceptions.

How to Get Approved:

- Complete the Volunteer Application at www.stjohns.k12.fl.us/volunteer
- Your name must match your driver's license or state-issued ID exactly
- The application includes a criminal background check and sex offender screening
- Once approved, you will receive an email confirmation
- The approval process may take 2–6 weeks, so please apply early

Encourage all family members who may want to visit or attend school events to complete the application in advance. No exceptions can be made to allow access without approval even for visiting friends or relatives.



District Volunteer Application

We appreciate your interest in volunteering for the District Volunteer Program. Our district offers a variety of activities you may choose from when volunteering your time. Simply complete and submit a volunteer application and upon approval you will receive instructions on next steps.

It is very important that the information you enter on the application matches your government issued identification card including your full legal name. It is important that you provide a valid email address so you can be notified as to the status of your application and for future communication. If you are unable to provide an email address, you use the district's email address. All information collected on the application will remain confidential and not be shared outside the volunteer program.

If you have any questions about the application, please request to speak with a volunteer representative.

Thank you,
District Volunteer Coordinator

Cancel Application

Next

Once approved, you'll receive a congratulatory email confirming your school access status. See screenshot below.

Congratulations,

Your volunteer application has been approved. We look forward to working with you on the volunteer activities you selected. If you have any questions, please contact the District Volunteer Services office at 904-547-3945.

Thank you,

Volunteer Services

St. Johns County School District

Powered by Raptor

All approved visitors must:

- Sign in through the Raptor system at the front desk
- Present a valid driver's license or state-issued ID (no expired IDs)
- Wear the printed Visitor or Volunteer Badge at all times while in the building
- Sign out and return the badge before leaving campus

Only the following forms of ID will be accepted:

- A current state-issued driver's license
- A current state-issued ID card (from the Department of Motor Vehicles)

If you do not have a Social Security number or have a visa, contact the district's Volunteer Services Department for alternate steps.

Keeping Your Information Up to Date

It is essential that we have current contact and emergency information on file.

- To update phone numbers or emergency contacts, call the front office at (904) 547-3760
- To update your address, visit: <https://www.stjohns.k12.fl.us/student/enrollment/#forms>

Home Access Center (HAC) for K–5 Parents

<https://www.stjohns.k12.fl.us/hac/>

The Home Access Center (HAC) provides parents with secure, password-protected access to important information about their child's education. Through this web-based system, you can view:

- Attendance
- Report cards
- Schedules
- Assessment data

HAC is part of our district's eSchoolPlus Student Information System. To get started, please complete the Home Access Center User Registration form, available on the district's website. If you experience any issues creating your account, please contact: Vicki Morales Email: Vicki.Morales@stjohns.k12.fl.us

Parentsquare – Mass Communication System

What is ParentSquare?

ParentSquare is our new district-wide communication platform. It brings together everything you need in one place messages from the principal, updates from your child's teacher, reminders, forms, and more!

How to Get Started:

1. Go to: www.parentsquare.com/signin
Use the email or phone number you provided to the school when you registered.
2. Download the free app
Search "ParentSquare" in the App Store or Google Play
3. Sign in and customize your notifications and language settings



Download the ParentSquare mobile app

Send and receive school communications on the go



SAFETY PROTOCOLS

Emergency Drills

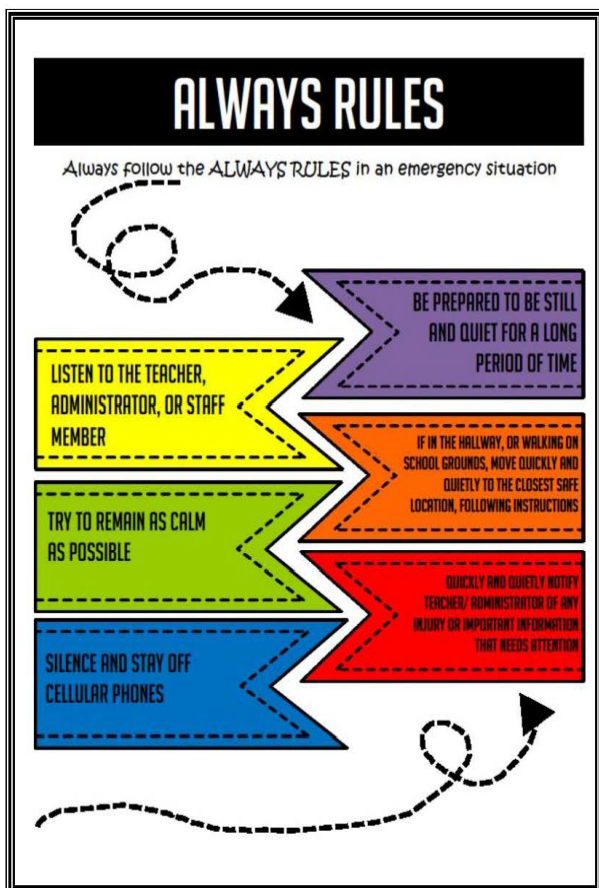
To ensure the safety of all students and staff, our school conducts monthly emergency drills in accordance with district policy. Drills include fire evacuations, lockdowns, severe weather (high wind) procedures and bus evacuation drills (district-mandated). Students are taught to follow our Always Rules during all drills and emergencies. Practicing a variety of scenarios helps prepare students to respond calmly and appropriately. Safety is always our top priority.

Single Point of Entry and Locked Doors

To maintain a secure campus, our school follows a Single Point of Entry protocol:

- The staff parking lot and bus loop gate remain locked during the school day.
- All perimeter and playground gates are locked unless supervised by a staff member.
- All exterior doors to the building are locked throughout the day.
- During arrival and dismissal, designated staff monitor exterior entry points.
- All visitors must check in at the front office and be approved volunteers before entering any area beyond the lobby.
- All classroom and interior doors remain locked during the instructional day.

We appreciate your cooperation in helping us maintain a safe and secure environment for all students.



FORTIFYFL
SUSPICIOUS ACTIVITY REPORTING APP

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

The advertisement shows two smartphones displaying the FortifyFL app interface. The left phone shows the 'Tip Report - Step 2 of 4' screen, and the right phone shows the 'Tip Report - Step 4 of 4' screen.

#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 for Parent Pick-Up (PPU)

Each family will receive two (2) Parent Pick-Up car tags for afternoon dismissal.

- Display your tag clearly by hanging it from the rearview mirror or placing it on the dashboard so it's visible from a distance.
- Write your child's grade level (youngest sibling) at the top and their first and last name(s) underneath.
- Older siblings will meet and wait in the younger sibling's designated pick-up area.
- For safety, students may only enter vehicles from the passenger (sidewalk) side.

Ocean Palms
Elementary School

4th grade
Tom Smith
&
Mary Smith

Forgot Your Car Tag? Here's What to Do:

If you or the authorized person picking up your child do not have a Parent Pick-Up car tag, you will be directed to pull forward to the very front of the car line, where a staff member will meet you.

- A photo ID will be required.
- The staff member will contact the front office to verify authorization for pick-up.
- Alternatively, you may park your vehicle and go into the front office with your photo ID to complete the pick-up process.

Arrival Procedures

Ocean Palms staff begin supervising students at 8:00 a.m. Instruction begins promptly at 8:30 a.m.

- Students arriving before 8:00 a.m. must be enrolled in the Before-Care program (unless attending a scheduled club meeting).
- Adults should remain in their vehicle in the car line.
- Students must exit the vehicle from the passenger (sidewalk) side only.
- Please refrain from using cell phones unless utilizing a hands-free device.
- After drop-off, merge carefully into the left lane to exit. Cars in the right lane are actively unloading, so use caution and yield when necessary.

Otter Support Zone – Required Assistance Area

Ocean Palms proudly serves all students, including those who require physical assistance or additional supervision during arrival and dismissal. If your child is in PreK, VPK, or in a classroom with a paraprofessional, please drop off and pick up in the designated "Otter Support Zone" at the front of the car line.

Staff will be available to:

- Assist your child in and out of their car seat or vehicle
- Escort your child safely to and from class

Transportation Changes

All students will receive a blue luggage tag on their backpack identifying their standard mode of dismissal.

To make a change:

- Send a written note or email to your child's teacher
- Or call the front office: (904) 547-3760

Transportation changes must be made before dismissal staging begins.

Early Pick-Up Cut-Off Times:

- 2:15 p.m. on Monday, Tuesday, Thursday, Friday
- 1:15 p.m. on Wednesdays

No students will be dismissed from the office after these times.

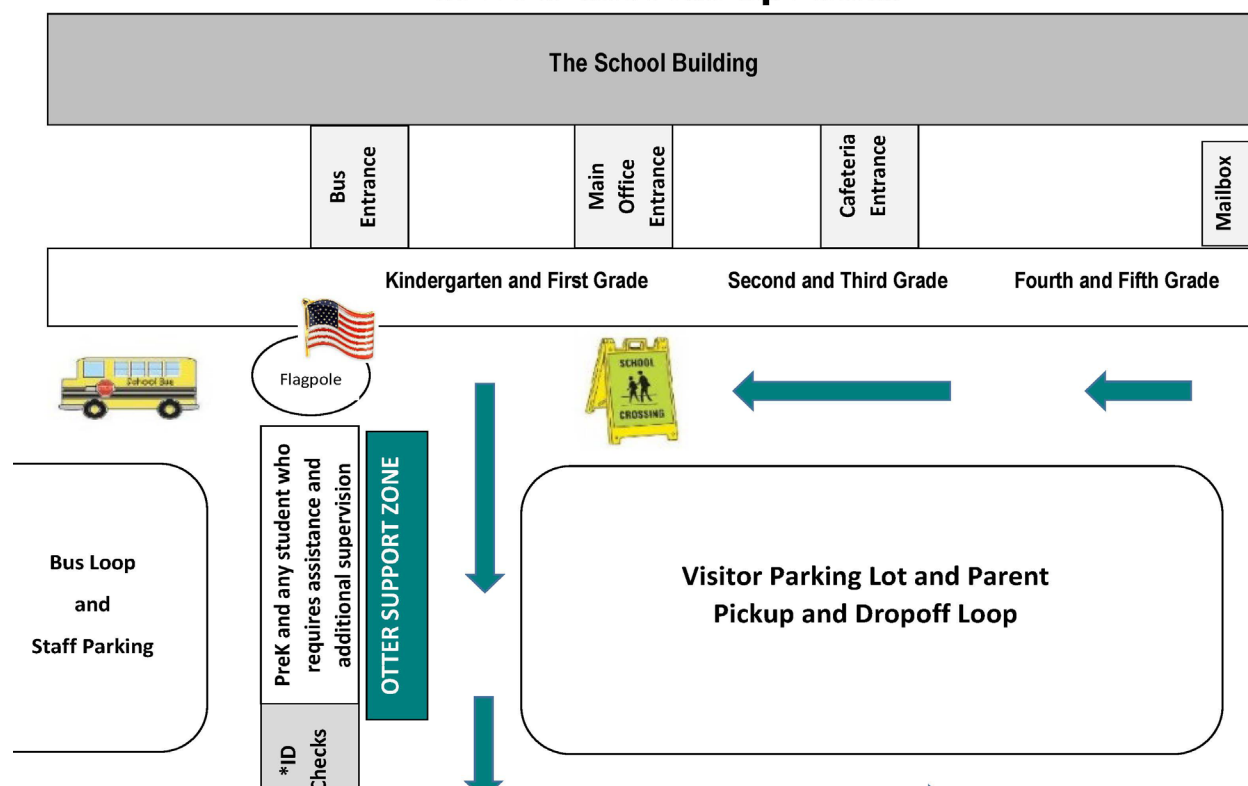
Dismissal Procedures

- Dismissal begins at 2:45 p.m. (1:45 p.m. on Wednesdays). Transition to dismissal locations begins inside the building at 2:35 / 1:35 to ensure all students move safely and are accounted for.
- Students will not be called out of class to wait in the front office. To minimize lost instructional time, they will be called only when the authorized individual has arrived and signed in.
- Students will be released only to a parent or authorized emergency contact listed in our system. A photo ID is required.
- All students who require assistance entering/exiting the car, including those in car seats, must be dropped off and picked up in the Otter Support Zone.
- For safety, all students must load on the passenger (sidewalk) side of the vehicle. If your car seat is on the driver's side, we ask that you park and pick up your child in the front office.
- If you need to adjust a car seat after pick-up, please pull into a parking space to do so safely.
- Any vehicle that bypasses the car line will be asked to park and check out their child from the front office. We appreciate your patience. Please remain in the right lane until your child has safely loaded, then merge left to exit.

Car Rider Traffic Reminders

- Use caution when entering and exiting the parking lot. Watch for pedestrians and oncoming traffic.
- If traffic backs up on Landrum Lane, please wait your turn and use the correct entrance lane.
- Out of courtesy, cars entering from both directions take turns entering the lot. Thank you for cooperating.
- Do not use the exit lane to enter the parking lot.

OPE Parent Pick-up Zones



Before & After School Care: The D.E.N. (Develop, Enrich, Nurture)

Ocean Palms offers before and after school care through our Extended Day program for students in grades K–5.

- Morning care begins at 7:00 a.m. | After-care ends at 6:00 p.m.
- Activities include academic support, arts & crafts, and recreation.
- For enrollment details, visit: <https://www-ope.stjohns.k12.fl.us/extendedday/>
- Mrs. Kim LaMondie, Extended Day Coordinator Email - kim.lamondie@stjohns.k12.fl.us

Ocean Palms Elementary School's (K-5) Extended Day Registration Form

Coordinator's Contact Information: Mrs. Kim LaMondie, 904.547.4150 or kim.lamondie@stjohns.k12.fl.us

Registration Fee \$100 (non-refundable)	
*Check all the programs you are interested in participating in for the 2025-2026 School Year	
<input type="checkbox"/> Monthly - Before and After Care \$350	<input type="checkbox"/> Before School Only (7:00am-8:00am) \$150/month
<input type="checkbox"/> Wednesday Only \$100/month	<input type="checkbox"/> After School Only (Dismissal-6:00pm) \$300/month

Child's Name: _____
Last First Name preferred: if different

Male___ Female___ Birthdate_____ Grade_____ Teacher_____ Bus#_____

Sibling's Name: _____
Last First Name preferred: if different

Male___ Female___ Birthdate_____ Grade_____ Teacher_____ Bus#_____

Child(ren) Resides with: Mother_____ Father_____ Both_____ Other_____ Relationship_____

Parent/Guardian Name:_____ Parent/Guardian email:_____

Relationship_____ Address_____ Employer_____

Phone HM_____ Cell_____ WK_____

Parent/Guardian Name:_____ Parent/Guardian email:_____

Relationship_____ Address_____ Employer_____

Phone HM_____ Cell_____ WK_____

CUSTODIAL RIGHTS: Parent permitted to pick up the student from extended day.

Mother: ___Yes___No Father:___Yes___No Other_____ Yes___No Relationship_____

If "No" is answered above on the natural parents, school papers must be on file with the school

ALTERNATIVE CHILD PICKUP/EMERGENCY CONTACT APPROVED LIST

I hereby give Ocean Palms permission to release my child(ren) to the following persons:

Name_____	Relationship_____	Phone_____
Name_____	Relationship_____	Phone_____
Name_____	Relationship_____	Phone_____

SPECIAL INSTRUCTIONS AND/OR MEDICAL CONDITIONS: _____

Parent Signature_____ Date: _____

Biker/Walker Procedures



Biker/Walker Permission Form

Students must have a completed Biker/Walker Permission Form on file before they are allowed to leave campus as a biker or walker. This form must be submitted to the front office and is available on our school website: www-ope.stjohns.k12.fl.us

Arrival (8:00 – 8:25 a.m.)

- Biker/Walker students should enter through the designated gate located near the front field canopy between 8:00 and 8:25 a.m.
- The biker/walker gate is for student use only during arrival and dismissal. All parents must check in through the front office if entering the school campus.
- The gate will be locked at 8:30 a.m. Late arrivals must be escorted to the front office by a parent for check-in.
- In accordance with Florida Statutes (F.S. 316.2065 and 316.20655), students riding bicycles, electric bikes, or scooters must wear a safety helmet.
- For safety reasons, students must walk their bikes, scooters, or e-bikes to the bike rack once they enter school grounds.

Dismissal (2:45 p.m. | 1:45 p.m. on Wednesdays)

- An authorized adult must be present at the biker/walker gate to receive the student unless a parent has provided written permission on the biker/walker form for the child to walk or bike home independently.
- In the event of lightning at dismissal, biker/walker students will be held at school and must be picked up through the Parent Pick-Up line by an authorized adult. A text alert will be sent to all families notifying them of the dismissal change.
- Please do not park on the grass along Landrum Lane to drop off or pick up students. If you are unable to meet the requirements for your child to be a biker/walker, please use the parent drop-off/pick-up line or enroll in our Extended Day program.



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



BusPlanner®



Exciting News for SJCS D Parents!

Welcome to the Bus Planner Transportation Parent Portal!

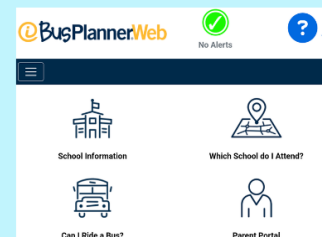
- Easy direct access to your student's bus information
- Improved alerts for late buses – more accurate & timely notifications
- Easier requests – communicate directly with Transportation anytime
- Advanced notice for any route time or bus stop changes
- Confirmation receipts for all communication with Transportation

Stay informed and experience a smoother school transportation process with Bus Planner! 🚌

➔ **Scan the QR code below to get started!**



sjcsd.mybusplanner.com



BusPlanner & Chipmunk App: Accessing Your Child's Transportation Information

Beginning with the 2025–2026 school year, all school transportation details will be available exclusively through BusPlanner and the Chipmunk app. This new system replaces the Home Access Center (HAC) as the source for your child's bus information.

BusPlanner is an online parent portal that provides:

- Easy access to your child's assigned bus stop, route number, and pick-up/drop-off times
- Real-time updates and alerts for route changes or delays
- Direct communication with the St. Johns County Transportation Department
- Confirmation receipts for submitted requests or updates

The Chipmunk app is the mobile companion to BusPlanner, allowing families to receive the same information and alerts on their smartphones for added convenience.

- Important: Bus route information is no longer posted on HAC. Families must use BusPlanner or Chipmunk to access and stay updated on transportation details.
- Bus routes for the 2025–2026 school year will be available starting July 30, 2025. We strongly encourage families to create their accounts prior to this date to avoid delays in accessing schedules. **Visit: <https://sjcsd.mybusplanner.com> or scan the QR code on the BusPlanner flyer or download the Chipmunk app in your device's app store.**
- For support, contact: Tiffany Bravo, Routing Specialist, (904) 547-8076, or Email: tiffany.bravo@stjohns.k12.fl.us

Bus Regulations

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

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. 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.



3. 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.

4. 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.

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 not authorized to issue Bus Passes or instruct bus operators regarding bus ridership or stops. Instead, the Transportation Department is 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.

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

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 has reached 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 8:25 a.m. Any student reporting to school after that time is tardy. Any tardy student must be accompanied by a parent or guardian to the front 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 and VPK 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 lunchtime. 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 the movement of students through the line. Free and reduced applications can be completed at <https://www.stjohns.k12.fl.us/food/free/>

Meal Prices

- Breakfast \$1.75 and Lunch \$3.25
- The application for Free and Reduced Meals will be posted on the district webpage in early August.

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, Latrechia.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.
- 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 SJCSD created an instructional continuity plan for all teachers to follow in the district curriculum maps but are expected to adjust pacing in response to student learning. Please visit the SJCSD "Families Page" for the Year-At-A-Glance documents for each grade and class: <https://www.stjohns.k12.fl.us/year-at-a-glance/>.

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.

Quiz or Common Formative Assessment (CFA)

- ✓ Students will not study for a quiz or formative assessment. These types of assessments 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.
- ✓ CFA’s shall be administered Monday-Friday without advance notice. These are not materials that require a study guide or study time.
- ✓ Teachers utilize CFA’s 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%.

Test or 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.
- ✓ CSA’s 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).
- ✓ Students will receive the highest score earned for grade recovery per SJCSO guidelines.
- ✓ Grade recovery is shown in the gradebook as a decimal point with the new score (ex. original score was a 62, grade recovery was 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 be retrieved 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"> ❖ 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"> ❖ 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"> ❖ 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"> ❖ 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 and the Otter Outpost

- 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.
- Students will submit their Positive Paws to their homeroom teacher. Every Friday homeroom teachers will draw **1 student** to visit the school store "Otter Outpost".

POSITIVE PAWS	
Name: _____	
<input type="checkbox"/> Palms Pride	(Caring & Citizenship)
<input type="checkbox"/> Attitude Matters	(Respect & Fairness)
<input type="checkbox"/> Wise Choices	(Trustworthy & Responsible)
<input type="checkbox"/> School Safety	(Citizenship)

100 Class Compliments

- All staff members are encouraged to compliment classes for following school wide expectations.
- The teacher and class will track class compliments and select an appropriate award every time the class earns 100 compliments.

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 • 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/)

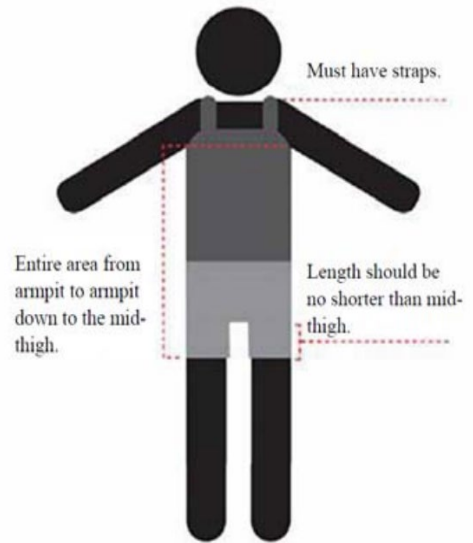
Student Dress Code

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.

Student Dress Code Summary

- Clothing must be appropriate and cover from armpit to mid-thigh. Tops need straps and must cover the midriff.
- No clothing, accessories, or piercings may display profanity, violence, drugs, alcohol, tobacco, sexual content, or discriminatory messages.
- Pajamas, bedroom slippers, and gang-related graffiti or symbols are not allowed.
- Ripped clothing above mid-thigh must not show skin.
- See-through or mesh clothing must be layered with opaque clothing underneath or over.
- Hats, caps, bandanas, and sunglasses are not permitted indoors unless approved for medical or religious reasons. Sunglasses and hats may be worn outside.
- Footwear must be safe and appropriate for school.



Cell Phones & Electronic Devices

- Students may bring phones and wireless devices to school but must keep them off and stored during the school day.
- Elementary and middle school students may not use phones or devices during the school day, per House Bill 1105.
- High school students may use devices only if approved by administration (e.g., between classes or lunch) and never during instructional time unless a teacher allows it for educational use.
- Earbuds may not be used during the day unless approved. For safety, only one earbud may be used when not directly supervised.
- Violations may result in the device being taken away. Repeated misuse may lead to discipline or loss of device privileges at school.
- Inappropriate use includes (but is not limited to):
 - Texting, calling, or browsing during unauthorized times
 - Recording audio or video without permission
 - Taking photos without approval
 - Sexting
 - Violating the privacy or rights of others

Instructional Technology Devices

- Students may use devices like laptops or tablets only with permission and for classroom learning.
- Devices must be turned off and stored when not in use.
- Misuse may lead to confiscation and discipline under the Student Code of Conduct.

Search and Seizure

- If a student is suspected of misusing a device or breaking school rules, school administration may review the phone's content as part of the investigation.

Videos, Photos & Recordings on Campus

- Students, parents, and visitors may not take videos or photos on campus, including in the cafeteria or during school-sponsored functions, unless it's a public event such as Fall or Spring Family Night.
- This rule helps maintain a safe, respectful learning environment and protects student privacy.
- Recording devices must remain off during the school day unless explicitly approved.
- The school carefully reviews all photos shared publicly to ensure they comply with parent privacy preferences. Not all families want their child's photo posted online.

Anyone wishing to use personal electronic equipment on campus must complete a Waiver for Personal Electronic Property, approved and signed by school administration.

Items Not Allowed at School

- Animals: Only approved service animals are permitted.
- Toys: Toys, especially toy weapons, are not allowed and may result in disciplinary action.
- Sports gear & equipment: Lacrosse sticks, bats, wheelies, rollerblades, etc., are not permitted on campus.

Lost & Found

- Label all clothing, lunchboxes, and backpacks with your child's full name.
- Lost items like lunchboxes and jackets are kept in the cafeteria Lost & Found.
- Smaller items (e.g., glasses or jewelry) are placed in the front office.
- Unclaimed items are periodically donated to local charities.