

JAMES ELEMENTARY SCHOOL 21-22



ONE TEAM. ONE VISION. ONE GOAL

Welcome to the 2021-2022 school year! Our school will operate under the direct guidance and leadership of our school district regarding COVID 19 protocols- at this time, masks for students, staff & visitors are optional. Our campus will remain closed due to safety so you will not be able to walk students to class. We will be resuming activities, fieldtrips, award ceremonies etc. that you will be able to attend! We will continue to keep rooms/areas sanitized and provide each classroom with PPE materials.

Our theme this year is **ONE TEAM. ONE VISION. ONE GOAL!** We are all invested in this together, having the same shared vision and reaching for the same goal are key to James Elementary' success. We will continue to maintain a strong focus on improving culture, student attendance and holding our students to the highest expectations. This work cannot be done in isolation and it will take all of us partnering together as a TEAM to see James Elementary rise to the top.

Our school staff will continue to provide a top-level education for your students as we leap into the 2021-2022 school year. Please find a summary of the policies and procedures at our school and some general information that should be helpful.

General Information:

- Students First day August 10th
- Meet & Greet will be on Monday, August 9th from 3:30pm-5pm.
- Gates open at 7:10am, school begins at 7:40am and students dismiss at 12:55pm (Mon) and 1:55pm (Tues- Fri). Breakfast is free for all students

TEAMING up with YOU for a great year!

Nicole Reynard Bennett, Principal

School Number: (813) 740-4800

School website: <http://james.mysdhc.org/>

SCHOOL HOURS

Monday 7:40am-12:55pm
Tuesday-Friday 7:40am-1:55pm
Breakfast: 7:10AM

- ❖ Face masks are **optional** until further notice
- ❖ Due to safety, we will continue to be a **closed campus**, therefore parents/guardians will not be able to escort their child to class
- ❖ **No child should be on campus before 7:10AM or after 2:10PM due to safety concerns.** Adult supervision is not available before or after these hours.
- ❖ **All high touch areas will continue to be sanitized daily**
- ❖ **All gates will be closed and locked at 7:40 AM.**
- ❖ **Parents needing to sign out their children for an appointment must do so in the office BEFORE 1:25 PM.** This helps limit interruptions during instruction. **Identification will be required EVERY TIME a student is being signed out.**

BREAKFAST

All students are encouraged to eat breakfast for FREE at school every day (7:10AM). Breakfast is served on breakfast carts near your child's grade level Instruction starts at 7:40AM

ARRIVAL OF STUDENTS

Car riders should be dropped off in the drive through on the side of the school parking lot in the morning and afternoon. Buses will drop off in front of the school in the morning and afternoon. Parking is available for parents in front of the school. No one should park directly in front of the building. Once students arrive on campus they should go straight to breakfast or to their class. At this time **the campus will be closed** and parents will not be able to walk their child to class.

DISMISSAL OF STUDENTS

Students who are transported by car are to be picked up in the car pick up line. If, for any reason, you find it necessary to change the normal routine dismissal of your child, it must be made in writing to the teacher. Changes will not be taken over the phone & email must be sent. **A car tag will also be needed. If you have no car tag you will need to show your ID and be allowed to pick up before the student is released. Kindergarten students MUST have an adult at the bus stop for pick up if there is no older sibling. Please avoid walking up to pick up your child as a car tag will be required at the car line. Please remain in your car at all times.** Walkers are dismissed through the fence in front of school in designated **Walker Area**

IMPORTANT...YOUR COOPERATION IS NEEDED IN ORDER TO DISMISS YOUR CHILD SAFELY AND IN A TIMELY MANNER

RELEASE OF STUDENTS FROM SCHOOL

In the interest of security, any student who must leave prior to dismissal time (due to doctor's appointments, illness, etc.) must be released through the school office **NO LATER THAN 1:25 PM on Tues- Fri and 12:25PM on Mondays** Parents, guardians or authorized persons, **(which must be listed on the emergency card)** will be requested to sign the student out with the office staff. If someone other than a parent or guardian, or authorized persons wishes to check out a child, a note from the parent or guardian will be necessary before we can release your child to them. **This person must also have photo identification.**

ATTENDANCE

Each student is expected to be in attendance each day unless they are ill or a family emergency arises. In accordance with state law, public school must be knowledgeable of the absences of students enrolled in their schools. Therefore, we are requesting that you call the attendance line at 740-4800 (option 1) before 8:15AM to notify us of your child's absence. Leave your name, your child's name (spell the last name), the teacher's name, the date, and the reason for the absence.

TARDIES

It is important for each child to arrive at school on time each day. **Instruction begins at 7:40 AM.** He/she should be in his/her classroom before this time so that no directions or other information is missed. **Students who are tardy must sign in. Any child arriving at school after 7:40 AM is considered tardy.** A letter will be sent home after so many tardies and absences



Upcoming Dates to Remember

Meet & Greet	Monday, August 9th 3:30-5:00pm
First Day of School	Tuesday, August 10 th
Labor Day	Monday, September 6th (No School)

VISITORS AT SCHOOL

Visitors (with a photo ID) must always check in with the front office. This is for the protection of pupils and to control disruption of instruction in the classroom. Parents at this time will not be permitted to walk to and/or visit classrooms during the school day. Arrangements for all visits should be made in advance with the teacher or through the office. Same day visits will only be allowed when arrangements have been made. *Every visitor must adhere to the procedures and maintain civility on campus.* When attending events i.e. award ceremonies, activities etc. you must have ID, sign in in the front office, dress appropriately and adhere to procedures.

VOLUNTEERS

We welcome volunteers! If you wish to volunteer, you must fill out a volunteer application via the school district website. Once approved you will be able to join on fieldtrips, help out in the classrooms and support the needs here at James Elementary.

CELEBRATIONS

If you wish to celebrate your child's birthday arrangements must be made with the child's teacher prior to the day. Items must be store bought not homemade and given out during your child's lunch time. You are welcome to have lunch with your child, please utilize the picnic tables outside, due to allergies any food brought from outside must be eaten at the picnic tables.

ILLNESS OR ACCIDENTS AT SCHOOL

If a child becomes ill or injured at school; every effort is made to contact a parent/guardian immediately. No child will be allowed to remain at school with a fever or with symptoms of illness. Since our school clinic is not equipped to handle ill children for long periods of time, we request that you pick up your child as soon as possible after you are contacted. Please remember to stop by the school office to update your child's **Emergency Card** whenever there is a change in address, telephone number or contact information. **No changes to the Emergency Card can be taken over the telephone.** If your child takes medication and has a prescription, please see the school nurse as appropriate forms will need to be completed. No student should have medicine of any kind on them. If your child has an allergy, please notify the school nurse.

PERSONAL ITEMS AT SCHOOL

Students should not bring personal items to school such as: trading cards, games, cameras, toys, money, etc. *this also will minimize items being brought to and from school.* The school is not responsible for the loss of such items if they are brought to school.

LOST AND FOUND

Students may check for missing items before or after school with their teacher's permission. Items not claimed will be donated to charity. Lost and found can be found outside the front office.

MANDATORY UNIFORM POLICY

Our goal is for James students to come to school feeling they are dressed for success and ready to learn. We know how a person is dressed affects his or her attitude and behavior. School is seen as a workplace for teaching and learning when uniforms are worn.

Tops: Collared, plain sleeved polo style shirt or dress shirt in black, yellow or white. Shirts must have sleeves.

Bottoms: Shorts, skirt, jumper, pants in khaki or black. A belt must be worn.

- Jeans can be worn with a uniform shirt.
- Spirit shirts can be worn any day of the week
- Shoes must be closed toe, no Crocs, no sandals

PARENT COMMUNICATION

This year our **school wide communication platform** will continue to be CLASS DOJO!



Class Dojo is an educational technology communication app and website. It connects primary school teachers, students and families through communication features, such as a feed for photos and videos from the school day, and messaging that can be translated into more than 35 languages and has been used in 180 countries. Teachers may also have other ways to communicate with you, please check with your child's teacher. **Please download the app!!!!**

ELECTRONIC DEVICES

Use of electronic devices are for educational purposes, prevalent in student cultures is the use of social media outlets and platforms. When students use social media to threaten other students, faculty, or staff which has a direct effect on school property, or use social media to disrupt the normal operation of a school site, school security may be requested to conduct a "home visit" and/or law enforcement may be involved which could result in criminal prosecution.

While on the school bus, students may use their personal devices for non-disruptive activities such as completing schoolwork, reading, privately listening to music with earphones, or playing games. However, use of personal devices is under the sole discretion of the bus driver. Failure to comply with directives given by school staff/bus driver may result in the consequences outlined in accordance with the student code of conduct

CIVILITY

We are role models for our students. At all times civility is expected, it is our goal to support you and problem solve through situations. Disrespectful language and inappropriate behaviors will not be tolerated. If you cannot maintain civility while on campus; you will be issued a civility letter and if necessary, will not be allowed on campus.

OTHER

Being a part of your child's school is important! Ask how you can become a volunteer, sign up for PTA & SAC (School Advisory Committee).

Contacts:

HOST Link: <http://host.mysdhc.org> **HOST Office:** 813-744-8941

The program includes before and after school. The HOST hours of operation are: 6:30-7:30 before school and 2:30- 6:00 after school

Lunch Application: www.sdhc.k12.fl.us **Lunchroom ext.:** 224

School website: <http://james.mysdhc.org/>

Headstart/PreK Office: 813-740-7870

James Support Team

Nicole.Bennett@hcps.net (Principal)

Jeffrey.Cooley@hcps.net (Assistant Principal)

Carla.Nolan@hcps.net (Assistant Principal)

Trudy.Hill-Jones@hcps.net (School Counselor)

Tara.McGowan@hcps.net (School Social Worker)

David.Gribbins@hcps.net (School Psychologist)

Joanna.Matthews-Pace@hcps.net (ESE Specialist)

Melanie.Bolender@hcps.net (ELL Resource)

