

JAMES ELEMENTARY



IS
F.O.C.U.S.E.D

Welcome to the 2020-2021 school year! I want you to know that I recognize this is an extremely challenging time that we are living in. The safety of our students, teachers, staff, and school community will be paramount. Our school will operate under the direct guidance and leadership of our school district as they work to put protocols and procedures in place to keep us all safe, and I will provide you with updates for our school as soon as they are available.

Our theme this year is simple “James Elementary is F.O.C.U.S.E.D” we recognize that we must **F**ind the courage, **O**pen up to challenges, **C**are and be kind, **U**nderstand that dreams only work when I do, **S**et myself up for success so that anything is possible, **E**levate your mindset and **DEMAND GREATNESS!** Maintaining a strong focus on improving culture, student attendance and data driven instruction is key to our success this year. This work cannot be done in isolation and it will take all of us partnering together to see James Elementary rise to the top.

Our school staff will also do our best to provide a top-level education for your students as we adapt to this ever-changing situation. Please find a summary of the policies and procedures at our school and some general information that should be helpful.

The first day of school is Monday, August 24, 2020. 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 and begins from 7:10am- 7:35am.

F.O.C.U.S.E.D on a Great Year!

Nicole Reynard Bennett, Principal

SCHOOL HOURS

Monday 7:40am-12:55pm
Tuesday-Friday 7:40am-1:55pm
Breakfast: 7:10AM- 7:35AM



- ❖ Everyone is required to wear a face mask until further notice and water bottles are encouraged
- ❖ **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 be sanitized
- ❖ 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-7:35AM). Breakfast is served on breakfast carts near your child's grade level; *students will remain 6ft apart per CDC guidelines* Students will not be entering their lunch numbers. 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 in the car line 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 once permitted to walk your child your child to class you will have your temperature checked, must have a mask and you must sign into the front office, swipe your driver's license using the school's SafeNet System, and receive a visitor sticker you must wear the sticker; before leaving campus please return the sticker to the front office.

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 have to go into the office and show your ID 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 fenced 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 whether face to face or eLearning 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 be signed in by parents or guardians. Any child arriving at school after 7:40 AM is considered tardy.**



Upcoming Dates to Remember

Meet & Greet	Thursday, August 20th (<i>Virtual Meet & Greet Zoom Times TBD</i>)
James Welcome Back	Saturday, August 22 nd 11am- 1pm
First Day of School	Monday, August 24 th (Early Release Day)
Labor Day	Monday, September 7 th (No School)

eLEARNING

It is the expectation that students who have chosen the eLearning option adhere to their scheduled day -7:40am-12:55 (M) 7:40-1:55pm (T-F). To communicate any concerns please reach out to your child's teacher. Attendance will be taken daily. Please make sure that each student has a designated place, materials needed and are ready to start their day. CANVAS will be the primary platform for communication of lessons and tasks and ZOOM.

VISITORS AT SCHOOL (*Not currently*)

Visitors (with a photo id) must always check in with the office before proceeding to classrooms. 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 visit classrooms during the school day. Once it is safe to do so, 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 wear their mask while on campus.*

CELEBRATIONS (*Not currently*)

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

Due to changes with COVID 19 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.

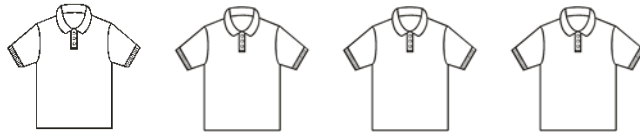
If your child has an allergy please notify the school nurse.

PERSONAL ITEMS AT SCHOOL

Students should not bring personal items to school such as: trading cards, games, cameras, radios, 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 in the cafeteria.



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 on Fridays.
- Spirit shirts can be worn any day of the week
- Shoes must be closed toe

Uniform & Dress Code Violations will be documented as part of the Classroom Management Plan.

PARENT COMMUNICATION

This year our **school wide communication platform** will 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.

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). We also provide HOST to help support families that need before and afterschool care. Information is available below

Contacts:

HOST Link: <http://host.mysdhc.org>

HOST Office: 813-744-8941

These programs include 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@sdhc.k12.fl.us (Principal)

Jeffrey.cooley@sdhc.k12.fl.us (Assistant Principal)

Nicole.Meyerson@sdhc.k12.fl.us (Assistant Principal)

Trudy.hill-jones@sdhc.k12.fl.us (School Counselor)

Tara.McGowan@sdhc.k12.fl.us (School Social Worker)

David.Gribbins@sdhc.k12.fl.us (School Psychologist)

Joanna.Matthews-Pace@sdhc.k12.fl.us (ESE Specialist)