

# Picolata Crossing Elementary School

2675 Pacetti Road, St. Augustine, FL 32092  
(904) 547-4160

<http://www-pce.stjohns.k12.fl.us/>



2026-2027

## PARENT/STUDENT HANDBOOK

Ms. Ewa Kolk - Principal

Mrs. Shannon Higgins - Asst. Principal

Ms. Allison Tumbelty – LEA Asst. Principal

### Mission:

Committed to providing high levels of learning in Academics, Behavior and Character Counts

### Vision:

To empower every student every day through well-rounded experiences to be life-long learners who demonstrate good character.

### Theme:

"Beyond Limits" ... with Academics, Behavior & Character Counts

Picolata Crossing places a high value on the character and conduct of the faculty, staff, and students. A person of character lives by and models the qualities of respect, trustworthiness, personal responsibility, fairness, caring, and citizenship.

Please take the time to read our student handbook carefully and become familiar with all topics included in this document. If you have any questions or concerns, please feel free to call us at 904-547-4160.

#### Access to our School

All adults must be registered volunteers/visitors to enter the school building during school hours. You must complete the district's School Access Form if you wish to volunteer or visit the school during school hours for participation in any class activities, chaperone/attend a field study, eat in the courtyard, participate in a conference, or *attend any performance or event during school hours*. Please follow the link on the Picolata Crossing website or St. Johns County School District websites to apply. [School Access – St. Johns County School District \(stjohns.k12.fl.us\)](https://stjohns.k12.fl.us/school-access)

Once registered as a volunteer/visitor, all visitors will use the Raptor kiosk at the front desk and present a valid state identification in order to receive a volunteer/visitor badge to be worn in the building. To minimize classroom disruptions, all visitors and volunteers must have a scheduled appointment with the classroom teacher before going to the classroom.

#### Address and Telephone Number Changes

Please notify our office immediately if there is a change in your address, telephone number, or emergency contact information. This is very important in case your child becomes ill or injured. If your address has changed, please bring in three proofs of residency reflecting the updated information.

#### Arrival & Dismissal Procedures

##### **ARRIVAL:**

*Bikers/Walker:* We have a biker/walker option for arrival. In preparation for the Trailmark neighborhood creating their pathway for families along a section of our fence perimeter, we installed bike racks and additional fencing for biker/walkers. If you live in Trailmark and choose for your child to be a biker/walker, please ensure that you have confirmed this with the classroom teacher. Also, review normal safety precautions, such as a helmet and practicing the route home using only predetermined safe routes and designated crosswalks along the path.

*Parent Drop Off:* Parents dropping off children in the car line must always remain in their vehicle for safety. Be sure to pull all the way forward until the line stops. Our line begins at the end of the sidewalk past the front

entrance of the school. Both the front and side parking lot entrances of the school are used to expedite student arrival. Students should be ready to get out of the vehicle at either entrance, depending on the natural stop of traffic using the designated traffic pattern. Students may only exit cars on the passenger side (this is for student safety). Cell phone use, except for hands free technology, is prohibited in the car line. This procedure is for the utmost safety of the children. School starts at 8:25 a.m. and students are considered tardy if they are not in the building by 8:25 a.m. Due to the volume of car riders, please plan accordingly to have your child to school on time. If you arrive after 8:25 a.m., parents should park and walk their child(ren) into the school. Students who arrive at school before 7:50 a.m. must be enrolled in the PCE before-care program. Students must never be dropped-off prior to 7:50 a.m. and left unsupervised. Students will walk to their classroom independently. Staff and safety patrols are positioned throughout the campus to supervise and assist students.

**\*Special Note** PreK students utilizing the car line shall be dropped off at the front of the car line. **Ensure that you have your Yellow Parent Pick-Up tag hanging from your rear-view mirror.** Please remain in the line and pull forward until you reach the front of the PPU line, remain in your vehicle. **Please place your child's car seat on the passenger side of your vehicle.** Students will be met by a staff member and escorted to the classroom.

*Buses-* Student bussing is currently available for all students zoned for PCES. Please check BusPlanner Web or BusPlanner Chipmunk for transportation information for your student(s). If you have any questions about transportation services, please contact Transportation through Bus Planner Web or Chipmunk.

## **DISMISSAL:**

*Biker/Walker.* We have a biker/walker option for arrival and dismissal. In preparation for Trailmark creating their pathway for families along a section of our fence perimeter, we installed bike racks and additional fencing for biker/walkers. If you choose for your child to be a biker/walker, please ensure that you have confirmed this with the classroom teacher. Also, review normal safety precautions, such as a helmet and practicing the route home using only predetermined safe routes and designated crosswalks along the path. **No students should be crossing Pacetti Road. There are no designated crosswalks to safely promote this practice to neighborhoods outside of Trailmark.** Anyone who picks up a student from our school during dismissal should display a Parent Pick-up tag. Parents are welcome to meet students outside the biker/walker gate under the big oak tree. Parents are asked not to enter campus during dismissal. Only Kindergarten students are required to meet an adult. Biker/walkers will be dismissed prior to buses and parent pick-up at 2:45.

*\* Kindergarten students must be met by a parent or guardian at the biker walker gate under the big oak tree (unless they have given written permission to be dismissed with an older sibling). This will be confirmed by our staff member escorting the kindergarteners.*

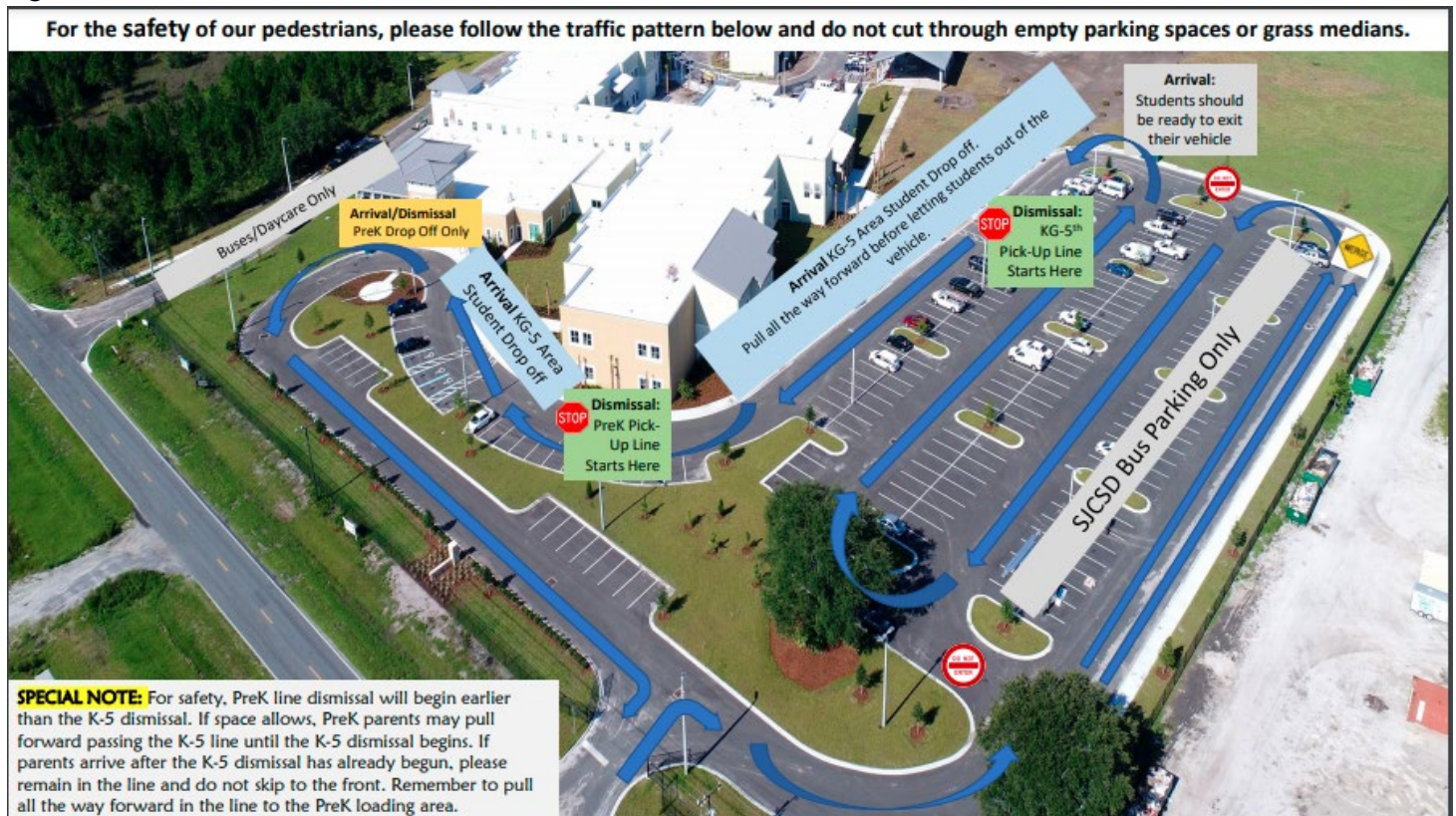
In the event of rainy day: If your student is a walker/biker, they will remain a walker/biker. Please do not call the front office to change as we will not be able to facilitate the change safely. To facilitate a safe transition home, students will be released using their current dismissal route.

In the event of lightning in the area: When there is a lightning strike within two miles of PCES, students will hold in place until 10 minutes has passed. The timer restarts every time there is a lightning strike. While we are “holding in place,” again, your child will not be released if you change your dismissal.

Parent Pick-Up- PreK dismissal begins earlier for safety reasons and will be communicated by classroom teacher. The yellow tag should be hanging from the rearview mirror. These parents are welcome to pull in front of the K-5 line until the regular dismissal begins.

Normal dismissal begins at 2:45pm. The cones will be pulled, and the line will begin moving forward. Please pull all the way forward to the next available pole (numbered 1-6). Please have the area on the passenger side clear of obstacles. Students enter from the sidewalk only. If your child needs additional time to buckle, please stay in the vehicle and pull forward to our yellow buckle-up zone signs. Parents may pull around other cars only to exit and should not reenter the line. Thank you for keeping the line moving so we can safely and quickly complete our Parent Pick-Up dismissal.

Figure 1.a *Arrival Procedures PCES*



### Artificial Intelligence (AI)

The use of AI generative technology to create a product presented as student work is a violation of the SJCSD Acceptable Use Policy, and it qualifies as cheating. This is a violation of the SJCSD Code of Conduct.

### Attendance

Regular school attendance is a necessary part of a student's education. Excessive absences impair a student's educational progress, may impact whether the student passes or fails a grade and may result in truancy court proceedings. Students will be considered absent when they miss 50% of their school day. The importance of regular attendance cannot be over emphasized. All students should be in school every day that they are physically able. It is extremely difficult to successfully keep up with class work if attendance is irregular.

*Excused absences include:* personal illness, family emergency, death in the family, religious holidays of the student's established religious faith, required court or law agency appearances, public functions, state competitions, scheduled doctor or dentist appointments.

*Unexcused absences include:* shopping trips, pleasure trips, suspension from school, appointments without prior approval except in case of emergency, truancy. For a complete list of excused and unexcused absences, students and parents should refer to the [Student Code of Conduct](#).

**When Absent:** Any student who has been absent from school must bring a note from a parent or guardian within forty-eight (48) hours of returning to school stating the cause of the absence. Notes and emails should include the following information: full name, teacher, and specific reason for the absence. Failure to bring in a note will result in an automatic unexcused absence. A request to excuse a student absence form will also be available through Parent Square beginning Aug. 3. If your child is absent for two or more days, contact your child's teacher to arrange for the schoolwork your child has missed.

**Truancy:** A student may be deemed truant after (i) five (5) unexcused absences, or absences for which the reasons are unknown, within a calendar month, or (ii) ten (10) unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period. After 15 days of absence, excused or unexcused, a student must have a doctor's verification for all subsequent absences due to illness.

**Tardiness:** School begins at 8:25 am. 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 to receive an admittance slip before going to the classroom. If a student is a car rider and eats breakfast, it is recommended that they arrive before 8:10 a.m. to give them enough time to eat breakfast. Tardiness is disruptive to the learning environment and has a negative impact on student achievement.

**Early dismissal:** Children will be released only to their parents or individuals approved by their parent in prior written communication. Remember a photo ID is required. Students may not be checked out later than 2:00



pm each day and 1:00 pm on Wednesdays, this is our time dedicated to dismissal preparation.

### Before and After School Care

The Picolata Crossing Elementary Extended Day is a community service for students in grades K-5 who attend Picolata Crossing. Services will be provided through [Village Extended Day](#). Extended day information is also available through a link on the Picolata Crossing Website.

### Birthdays

If you wish to bring in a birthday treat on your child's special day, it must be pre-approved by the classroom teacher. Due to food allergies, please check in with the classroom teacher in advance. Your child's homeroom teacher will provide an appropriate time for you to drop off the treat. All treats should be store bought and prepackaged with an ingredients label.

### Bus Regulations

Students are given the privilege of using the services of the St. Johns County School District for transportation to and from school as well as to and from field trips. Standards of discipline must be always maintained 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. Cell phones and other digital devices are not to be used and must remain in the off position to and from school. Parents are not to board the bus at any time. A complete list of bus regulations is available on the [District Website](#).

### Cafeteria Information

Menu: Elementary menus are available on [MealViewer Schools](#). This system greatly enhances our school lunch menus by providing photos and nutritional information of the menu items, as well as a Spanish language version of the menus. General Information about Food and Nutrition Services can be found at: [SJCSJ food/guide](#)

A La Carte Items: Picolata Crossing provides several a la carte items in the cafeteria. These will vary throughout the year and more information will be released as the school year begins.

Parental Restrictions: Restrictions can be placed on your student's meal account by requesting, in writing, the restrictions. Once restrictions are placed, they can only be removed by the parent in a written letter/email to the food service manager.

Payments: All meals (breakfast or lunch) should be paid electronically through the PayPams online system.

For more information on PayPams, check your First Day Folder or access their website at:

<https://www.paypams.com> or call 1- 888-994-5100.

Free and Reduced Applications: Parents are encouraged to complete one application per family. Please return the application to the school where the youngest child is enrolled. The approval process can take up to ten (10) days to complete. They are available at the school and [online](#).

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 and notify the classroom teacher.

Refunds: Refunds are addressed at the school level and require a written request. Please contact the food service manager for a refund. Account Balances: Student account balances can be obtained on the website at [paypams.com](http://paypams.com) at no charge to you. Your student's account balance, either positive or negative, from the previous school year will roll into the new school year unless a refund has been requested. There will be no charging of any a la carte food items including entrees or snacks. If a negative balance exists, you will be notified in the communication folder.

### Cell Phones

In accordance with House Bill 1105, the use of wireless communication devices by elementary students is strictly prohibited during the school day. Failure to comply with these guidelines may result in the confiscation of the device. Repeated violations will be treated as defiance of school rules and may lead to disciplinary consequences. Students should not have cell phones and other wireless communication devices at school, on buses, and at school functions. Florida law prohibits student cellphone use at school. If the student has a cell phone, they **MUST BE TURNED OFF**, stored in student's backpack. Smart watches should be placed in school mode. The device shall not be used during the school day without administrative approval or on school buses to and from school. PCES is not responsible for lost, stolen, or damaged devices. Parents, for the safety of our children, staff and visitors, **please refrain from the use of cell phones during parent drop off and pick up.**

### Class Size Amendment

The St. Johns County School District is required by the state of Florida to fully implement the Class Size Amendment (CSA). The CSA requires that core classes not exceed the following ratio/numbers of students in specific grade levels:

Pre-K – Grade 3                20 students

Grade 4 – Grade 8            24 students

Our school district utilizes certified teachers as associate teachers as one method to meet the Class Size Amendment.

### Code of Conduct

Students are expected to follow the St. Johns County School District Student Code of Conduct. Additional student information is provided in the Code of Conduct.

### Communication

Please **do not block or opt-out of email or text notification from Parent Square**. This is the primary medium of communication from the school. If blocked, it prevents the school from sharing any information such as inclement weather dismissal delays, safety updates, school events, newsletters, etc. Classroom teachers will communicate class updates weekly. The individual preference for this communication will be shared in the beginning of the year flipped classroom expectations. Examples include but are not limited to: weekly class email, individual take home folder, class newsletter, etc.

For individual inquiries please allow 24-48 hours for a response outside of student contact time. Teachers understand the importance of communication but are first responsible for supervision and instruction during the day. For emergencies or dismissal changes (*See dismissal changes section*).

### Curriculum

Grade level state standards curriculum maps are available for parents for the year pacing guide:

[Year-at-a-Glance Pacing Guide – St. Johns County School District \(stjohns.k12.fl.us\)](https://stjohns.k12.fl.us)

### Dismissal Procedures

Please refer back to the arrival procedures map (Figure 1.a) for a visual. K-5 parents are asked to remain behind the cones in the car line until the PreK Parent Pick-Up (PPU) dismissal is complete. Our PreK students are dismissed earlier for safety. The K-5 PPU line will begin at 2:45. The passenger back door of your vehicle will be opened for you. Please remain in your vehicle. After your child has entered the vehicle and the door is closed, please pull forward past the flagpole beyond the merge lane if you need to adjust the car seat straps or seatbelt, we have a yellow sign-designated seatbelt area. Ensure that you have your Parent Pick-Up tag



hanging from your rear-view mirror until you leave the parking lot.

### Bikers/Walkers

We have a biker/walker option for arrival and dismissal. Please refer to the procedures outlined under "Arrival and Dismissal Procedures."

### Dismissal Changes

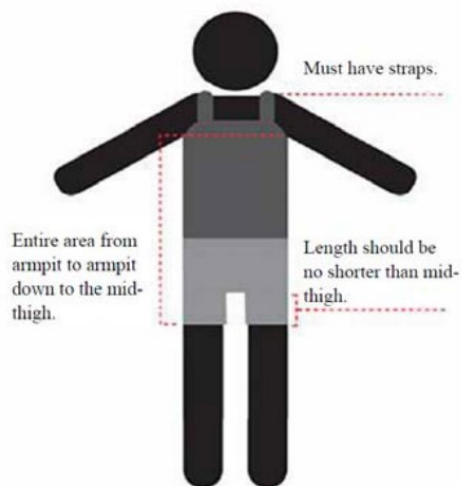
Teachers are teaching and supervising students during the school day. **Any request for a dismissal change MUST be requested prior to 1:45 on Monday, Tuesday, Thursday and Friday & 12:45 on Wednesday early release days.** To do this utilize the "email dismissal changes" link on our home page [pces-notifications@stjohns.k12.fl.us](mailto:pces-notifications@stjohns.k12.fl.us) copy all affiliated parties (ex. after school care, club sponsor, carpool, etc., including the teacher). If you do not get a response, please call the front office to confirm (904) 547-4160. A dismissal change form will also be available through Parent Square beginning Aug. 3.

### Dress Code

The dress and grooming of our students should contribute to the health and safety of the individual, promote a positive educational environment and not disrupt the educational activities and processes of the school. Picolata Crossing Elementary follows the school district's dress code guidelines explained in [the Student Code of Conduct](#).

Clothing must cover areas from one armpit to the other armpit, down to the mid-thigh. Tops must have shoulder straps and be long enough to adequately cover the waistline and not expose the midriff. Of most importance to our elementary students:

- Students must wear shoes that are safe and appropriate for the learning environment. All shoes and sandals must have a back or strap on the heel. Crocs should not be worn for P.E. or Recess.
- Caps, hats, and sunglasses shall not be worn within the building, although they are acceptable outdoors for sun protection.
- For special events and occasions, the principal may choose to modify dress code policies. (For example, Pajama Day or Hat Day celebrations.)



### Emergency Drills

Emergency drills will be conducted throughout the school year. We conduct monthly fire and lockdown drills as required by the Florida law. We will also practice drills for the following scenarios: severe weather and evacuation. Our school district also requires bus evacuation drills for our bus riders. Safety is of the utmost importance.

### GRADING PRACTICES

- Each grade level selects common assessments to ensure a common standard grading practice among a grade level. Any other assignments will be used for competencies or formative feedback, unless it is a common assessment, it will not be factored into the student grade reporting/report card.
- Overall grades will be 70% Summatives/Tests and 30% Formatives/Quizzes (ELA, Math, Sci & SS – Preset in gradebook/TAC/HAC grades 3-5)
- Only summative assessments for essential standards in ELA and Math will be retaught and reassessed for students receiving 75% or lower on the assessments. Students receive the highest score out of the assessments.
- There will only be 1 retest for an essential standard summative assessment.
- Retest grades will be recorded as "retest.original grade". For example, if a student received a 70% on the first summative assessment and an 85% on the retest, their score would be recorded as 85.70%.
- If a retest is given it will be an alternative form of the original assessment or an adapted assessment using an error analysis.
- There will be a consistent number of common formative and summative assessments by marking period. All assessments entered into the gradebook for a grade will match across the grade level and ensure that a fair amount of assessments are provided for each subject each 9 weeks for students to demonstrate mastery.
- The lowest grade recorded in the gradebook will be 50%.
- Homework is meant for practice, no grade in the gradebook.

- Grading Scale:
  - KDG through 2<sup>nd</sup> grade: M 100-85, P 84-70, I 69-lower
  - 3<sup>rd</sup> through 5<sup>th</sup> grade: A 100-90, B 89-80, C 79-70, D 69-60, F 59-0

### Home Access Center (HAC)

HAC is a web-based application that is part of our Student Information System called eSchoolPlus. Please visit the website below to access or sign up for an account.

<https://homeaccess.stjohns.k12.fl.us>

*This system will be utilized for parents to access reports cards in grades K-5.* It also provides 3-5 parents and students with a daily summary page, schedule and attendance, discipline information, class work, and test scores. If you are new to the St. Johns County School District and need assistance setting up an account, please contact our Registrar/Data Operator, Patricia Brown.

### Homework

Homework plays an essential role in students' overall academic achievement. Homework can be effective when used to reinforce skills that students have demonstrated mastery of in the classroom. At PCE, students and parents should expect approximately 10 minutes per grade level of homework across all subjects.

Parents play an important role in supporting homework. Below are several ways (not inclusive) parents can support homework.

- Communicate with the teacher about student performance, progress, and/or homework.
- Specify regular time for homework, establish structures for time use.
- Structure homework within the flow of family life
- Reinforce and reward student's homework efforts, completion, correctness.

### Illness Guidelines

Deciding when to keep your child home from school can be difficult. When a child is sick and needs to stay at home, parents should contact the school and describe the illness and symptoms. If a medical provider makes a specific diagnosis (such as strep throat, conjunctivitis, chicken pox, etc.), let school staff know. There are several reasons to keep (exclude) sick children from school:

1. The child does not feel well enough to participate comfortably in usual activities, such as with extreme signs of tiredness or fatigue, unexplained irritability or persistent crying.
2. The child requires more care than the school staff is able to provide without affecting the health and safety of the other children.
3. The illness is on the list of symptoms or illness for which exclusion is recommended.
4. The child is not vaccinated due to medical or religious reasons and there is an outbreak in the school.

Please click to see the complete guidelines provided from the district: [Health Services Illness Guidelines](#) or visit our [District Website](#).

When Absent: Any student who has been absent from school must bring a note from a parent or guardian within forty-eight (48) hours of returning to school stating the cause of the absence. Notes and emails should include the following information: full name, teacher, and specific reason for the absence. Failure to bring in a note will result in an automatic unexcused absence. A request to excuse a student absence form will also be available through Parent Square beginning Aug. 3. ([Parent Square Attendance Link](#)) If your child is absent for two or more days, contact your child's teacher to arrange for the schoolwork your child has missed.

### Instructional Time

Preserving and maximizing instructional time is a priority at PCE. If parents need to contact their child during instructional hours, a message will be taken at the front office and given to your child at an appropriate time. Communication with the teacher is critical. Please allow 24-48 hours for teachers to respond to parent inquiries. Keep in mind the response will occur outside of instructional time. For emergencies, please contact the front desk (904-547-4160).

### Items Brought to School

*Animals:* No animals should be brought on to the school campus, unless they are approved service animals.

*Toys:* Toys should not be brought to school. Bringing a toy gun or any other weapon to school could result in disciplinary action.

*Equipment:* lacrosse sticks, baseball bats, heelies, roller blades, and other similar items should not be brought to school.

*Personal Electronic Device:* Students and/or Visitors Requesting a Waiver for Personal Electronic Property: Students and visitors requesting to operate their personal electronic property within the district must obtain written approval by completing the Waiver for Personal Electronic Property found in the [Student Code of Conduct](#). This waiver must be signed by the school or district department administrator prior to operating any equipment in the St. Johns County School District schools or offices. Any student or visitor operating personal electronic equipment must also sign the Acceptable Use Procedures Agreement form, also located in the [Student Code of Conduct](#). Picolata Crossing Elementary School is not responsible for the loss of any electronic devices.

### Library Media and Instructional Materials

For a complete list of books available for student checkout please visit our school media center page. [Media Center – Picolata Crossing Elementary School \(stjohns.k12.fl.us\)](#)

House Bill 1467 requires schools to post their library collections in a searchable online format. The definition of an elementary school library now includes classroom libraries. We understand that teachers have carefully

curated classroom libraries to support and create a love of reading and it is our goal that these collections remain available for our students while also being searchable by parents. St. Johns County Schools District has identified "Destiny Classroom Library System" as an online solution for our classroom library collections. You can view books by teacher by visiting <https://www-pce.stjohns.k12.fl.us/media/> and clicking on Classroom Library Listings.

### Lost and Found

Please put your child's name on all clothing, backpacks, jackets, sweaters, water bottles, and lunchboxes. If your child does misplace an item, they can check the 'Lost and Found' for lunch boxes and clothing. Articles such as glasses and jewelry will be placed in the front office. Unclaimed articles are periodically donated to organizations that support those in need.

### Medication

If a child needs to take a prescribed medication during the school day, a parent or guardian must bring the original bottle of medication to the clinic and complete a Medication Authorization form. A Medication Form is also required for dispensing over the counter drugs such as Tylenol or cough syrup.

### Payments

Picolata Crossing is all online when it comes to payments. All monies collected, such as donations, field trips, clubs etc. are completed electronically through "SchoolPay" and "PayPAMS".

[Payments – Picolata Crossing Elementary School \(stjohns.k12.fl.us\)](https://www-pce.stjohns.k12.fl.us/media/)

### Physical Education/Activities

To ensure the safety of our children during physical activity, it is highly recommended that every child wear socks and sneakers to school. Children will participate in some type of physical activity daily. On days where students have PE, it is important that they are not wearing crocs, sandals, boots, ballerina flats or flip flops which can present a safety risk during these more rigorous activities. Water bottles are always recommended for outside activities.

### Character Counts!

PCES is a Character Counts! Exemplary School, since 2023. PCES demonstrates ongoing CHARACTER COUNTS! professional development for school staff, collects data on implementation and impact of CHARACTER COUNTS! program, and creates and follows an active CC! Implementation plan including demonstrated utilization of CC! curricular resources and other CC! lessons. Most importantly, PCES demonstrates an improvement in school culture and climate, impacting student character development, academic performance, and social/emotional skills.

**Character Counts! Pillars include:** **Trustworthiness**, **Respect**, **Responsibility**, **Fairness**, **Caring**, **Citizenship**.

For more information, you can visit our district page at [Character Counts! in St. Johns County](#).

### Parent Square

[ParentSquare](#) is the district's new two-way communications platform that provides instant translations in 100+ languages. It has been launched in all SJCSD schools. ParentSquare is used for items such as newsletters, instant school notifications, reporting absences, and other features. ParentSquare is now used for districtwide newsletters and announcements along with two-way communication between school and home.

While it is not required, we highly suggest all parents/caregivers: 1) download the ParentSquare app from the [Google Play Store](#) or [Apple Store](#), and 2) register your ParentSquare account with the email address that is connected to your student in Home Access Center (HAC).

### Puma Patio (Courtyard)

Weather permitting, parents and guardians are welcome to have lunch with their child during the student's scheduled lunch period in the Puma Patio. Due to space limitations and ensuring student safety and appropriate supervision, students may not invite friends to join them in the Puma Patio during these visits. Please arrive at least 10 minutes before your child's scheduled lunch time to allow sufficient time for check-in. Upon arrival, the front office will provide instructions and procedures for accessing and using the Puma Patio.

### School Advisory Council (SAC)

The School Advisory Council is a state-mandated organization that allows for school-based management and accountability. An improvement plan is developed each year, largely composed of defined areas of growth based on school data. The School Advisory Council is made up of faculty, parents, and other members of the school community. SAC meetings will be announced at a later date.

### Schoolwide Expectations

#### **Bus Expectations**

- Trustworthiness
  - Sit with your seat belt buckled
  - Face the front
- Respect



- Talk with your seat buddy
  - Use voice level 2 and school topics
- Responsibility
  - Keep your hands to self
  - Listen to the driver's instructions
  - Keep phone and toys in bookbag
  - Remember your things
- Fairness
  - Sit upright in your seat
  - Leave room for others
- Caring
  - Sit with someone who needs a friend or you may not know
- Citizenship
  - Pick up trash in your area

#### **Café Expectations**

- Trustworthiness
  - Stay in the cafe until dismissed
  - Stay in your seat
- Respect
  - Face the front
  - Use good manners
  - Raise hand
  - Inside voice level
- Responsibility
  - Remember your lunch tag, water bottle, or home lunch
  - Remember utensils and napkins
  - Remember your things
- Fairness
  - Only touch and eat your own food
- Caring
  - Make sure every Puma has a buddy
  - Keep hands to yourself
- Citizenship
  - Clean your area and floor
  - Food is for eating (not a toy)

#### **Puma Patio Expectations**

- Trustworthiness
  - Use your time eating with guests and not playing
- Respect
  - Use good manners
  - Voice level 2
  - Leave the Puma Patio clean
- Responsibility
  - Wear your visitor badge
  - Remember utensils and napkins
  - Adults may open/ close umbrellas
- Fairness
  - Leave leftovers with your guests
- Caring
  - Focus on your guests
- Citizenship
  - Clean up your area and check the ground
  - Food is for eating (not a toy)

### **Classroom Expectations**

- Trustworthiness
  - Complete your class job
  - Follow directions the first time given
- Respect
  - Eyes and ears on the speaker
  - Talk when it is your turn
  - Respect other's learning time
- Responsibility
  - Remember your materials
  - Take care of the laptops
- Fairness
  - Take turns
  - Be open-minded
- Caring
  - Help others
- Citizenship
  - Encourage positive behavior
  - Keep the classroom clean

## Hallway Expectations

- Trustworthiness
  - In the hallway during transitions or with permission
- Respect
  - Voice Level 0
- Responsibility
  - Take the most direct route
  - Report adults without a badge or volunteer sticker
- Fairness
  - Stay on the right side of the hall
- Caring
  - Open doors for students and staff
  - Stay in line order
- Citizenship
  - Keep your hands to your side, not on the walls
  - Pick up trash if you see it

## Recess Expectations

- Trustworthiness
  - Play school appropriate games
  - Play where you are seen by teachers
- Respect
  - Take care of playground equipment
  - Use nice words
  - Keep hands to self
- Responsibility
  - Line up quickly when called
  - Remember water bottles and jackets
- Fairness
  - Follow the game rules
  - Take turns
- Caring
  - Play with others who may need someone to play with
- Citizenship
  - Get help from an adult if you see something
  - Keep the playground clean

## Restroom Expectations

- Trustworthiness
  - Go to the restroom and back quickly
- Respect
  - Respect the privacy of others
  - Respect your learning time
- Responsibility
  - Use the restroom for its intended purpose and go back to class or lunch
  - Clean up after yourself
- Fairness
  - Wait your turn without playing
- Caring
  - Wash your hands to keep others healthy
- Citizenship
  - Report sink or toilet problems
  - Report behavior concerns
  - Leave the bathroom clean

### Tardies

School begins promptly at 8:25 a.m. Students arriving after 8:25 a.m. are considered tardy and must report to the front office to receive a tardy slip before going to class. For the safety and accountability of all students, any student arriving tardy must be accompanied into the building and signed in by a parent or guardian. Tardy attendance is monitored and may be considered when reviewing compliance with state attendance and truancy requirements.

### Transportation Changes

If you need to make a transportation change for your child, email [pces-notifications@stjohns.k12.fl.us](mailto:pces-notifications@stjohns.k12.fl.us) (a link is on our school website) with the transportation changes. Transportation changes must be submitted by 1:00 pm (Monday, Tuesday, Thursday, Friday) and 12:00 pm (Wednesday or Early Dismissal Days). Please remember that only adults you have approved through prior written communication may pick up your child. We apologize for any inconvenience, but the safety of our children is our number one priority.

### Videos, Photographs, Recordings

Students, parents, and visitors may not videotape, photograph, or make audio recordings on school premises except during Open House and approved public events, such as plays, musicals, fairs, fundraisers, Character Counts ceremonies, and award presentations. All recording devices must remain turned off during the school day unless specifically authorized. This policy helps maintain a positive educational environment while

protecting the privacy of students and staff and preventing the unauthorized disclosure of student images, information, or educational activities.

### Visitors/Volunteers

We are grateful for the support of our parent volunteers and welcome your involvement in our school community. To volunteer or visit the school for events scheduled during the school day such as lunch with your child, classroom party, awards ceremony, etc. EVERYONE is required to have school access clearance. Please complete the School Access Form for any individual who may be on school campus during school hours for volunteering or visiting opportunities: <https://www.stjohns.k12.fl.us/volunteer/>.

Once your application has been approved, you may coordinate volunteer opportunities directly with your child's teacher. Volunteer activities vary by classroom and may include helping with events, serving as a guest speaker, chaperoning field trips, or assisting with other classroom needs. For specific volunteer opportunities, please contact your child's teacher. All visitors and volunteers are required to check in through the Raptor kiosk located in the front office upon arrival and will be provided a badge to wear while on campus to ensure safety for our students and staff.